5218 7823 HR Admin / Personnel Administrator (m/f/d) Our customer is a successful owner-managed company that, in addition to an excellent positioning on the market, can refer to an exciting and dynamic work environment. Our customer is represented at 12 Bavarian locations and employs a total of 600 people.  
HR Admin / Personnel Administrator (m/f/d)  
  
Your tasks:  
  
- Ensuring smooth and high-quality operational personnel support in close cooperation with the personnel officers (m/f/d)  
  
-Active support in the recruiting process - from the job advertisement to applicant communication to the creation of contract documents with the help of HR software  
  
-Administrative employee support and contact person (f/m/d) for personnel-related issues  
  
-Research of facts and target group-oriented preparation of information  
  
- Participation in standardization and optimization projects of HR processes and tools  
  
- If you are interested, responsibility for your own subject area, e.g. organization of company training courses and seminars or internship support  
  
Your qualifications:  
  
-Successfully completed commercial training or studies, e.g. in the field of human resources management, economics or social sciences  
  
- First relevant professional experience in operational personnel support  
- Good knowledge of labor law  
  
- Knowledge of Rexx desirable  
  
-Familiarity with common MS Office applications  
  
- Careful and independent way of working  
  
-Open and solution-oriented communication style  
  
- Ability to work in a team - joy in working together  
  
-Absolute discretion and a strong sense of responsibility  
  
Your advantages:  
  
-Attractive working time models  
-30 days holiday  
-Numerous (cost) grants  
-Flat hierarchies  
-Very good transport connections  
-Possibility to work remotely on a regular basis  
  
About Hays:  
  
With us, all doors are open to HR talents, for example in the areas of recruiting, personnel management, personnel development, payroll or HR controlling and much more. We accompany you competently through the recruiting process right from the start and provide you with additional information on an ongoing basis. Benefit from our extensive network and secure access to positions that are not advertised on the market. In addition, you will receive detailed and timely feedback from us. Personnel Administrator Hays plc is one of the world's leading personnel service providers for the recruitment of highly qualified specialists. Hays is active in both the private and public sectors and provides specialists for permanent positions, project work and temporary employment. The company employs more than 11,000 people in 33 countries worldwide and generated sales of EUR 6.50 billion in the 2017/2018 financial year. In Germany, Hays places specialists in the areas of IT, engineering, construction & property, life sciences, finance, sales & marketing, legal, retail and healthcare. 2023-03-07 16:01:15.827000