4611 7216 HR Assistant / Personalsachbearbeiter (m/w/d) We offer a wide range of opportunities to use and further develop your skills and talents. Become part of our strong retail team and shape your future together with us.  
  
Your future tasks:  
 • Support in the day-to-day business of personnel management and independent assumption of parts of personnel-related processes  
 • Independent coordination of the temporary workers and supervision of the external employees  
 • Creation of contracts, work references and certificates  
 • Contact person for anniversaries  
 • Management of personnel files  
 • Participation in applicant management and recruitment process  
 • Communication with applicants and appointment coordination  
 • Support in the onboarding of new employees  
 • Viewing applications and conducting initial interviews  
 • Maintenance of the time management system  
 • Organization of various events, such as job fairs or employee events and personnel development measures  
 • Participation in various HR projects and process optimization  
 • Assistant to the Head of HR  
  
Your skills:  
 • Completed commercial training  
 • Ideally, first professional experience and/or further training in human resources  
 • Confident handling of common MS Office programs  
 • Trustworthy and reliable personality with a high degree of customer and service orientation  
 • Structured, independent and careful way of working  
 • Self-motivation, flexibility, commitment and ability to work in a team  
 • Good knowledge of spoken and written German and English  
  
We offer you:  
 • Varied and demanding tasks  
 • Working independently and taking on responsibility  
 • Flexible working hours  
 • Short decision paths through flat hierarchies  
 • Possibility for job bike  
  
Have we aroused your interest?  
Then please apply in writing or by e-mail. Business economist (university) - human resource management None 2023-03-07 16:00:00.580000