4181 6786 HR Assistant - (m/w/d) - Long-term commitment | Attractive salary package  
  
company profile  
The PageGroup is one of the world's leading personnel consulting companies and is represented in 37 countries with more than 9,000 employees.  
Thanks to our well-known customers, we are able to offer candidates a service that enables them to fully exploit their potential.  
At the heart of our consulting business are the multitude of lives that we change for the better. Our values ​​and our corporate culture are reflected in everything we do!  
True to our motto "putting people at the center of their actions with respect and trust", we look forward to promoting your career.  
  
Our client is an international law firm represented in 25 countries and markets. We are looking for an HR Assistant - (m/f/d) as soon as possible. The vacancy is advertised as part of qualified temporary employment.  
  
area of ​​responsibility  
  
-Administrative master data maintenance  
-Preparation of documents and contracts (employment contracts, references, etc.)  
- Support for applicant management  
-Execution of administrative activities and processes in the HR area  
- Support in the planning and implementation of employee appraisals  
  
requirement profile  
  
-Sociability and high communication skills  
-Initiative and flexibility  
- First professional experience in the human resources sector  
-Completed commercial training  
  
Compensation Package  
  
-We offer personal advice and job suggestions based on your wishes and needs  
-All our employees benefit from our corporate benefits and fitness offers in the form of a gym pass  
-We offer you a secure job with a performance-based salary and opportunities for permanent employment Assistant - Human Resources None 2023-03-07 15:59:07.697000