4843 7448 HR Assistant (w/m/d) We perform. Together.  
  
As soon as possible we are looking for a:  
  
HR Assistant (f/m/d)  
  
Place of work: Dusseldorf  
Job ID: 7595  
Hours per week: 40  
  
The goal of BPS Personalmanagement GmbH is to bring together suitable jobs and people who appreciate a healthy, friendly and successful environment. We attach great importance to positive cooperation, high customer satisfaction and enjoyment of work.  
  
Providing jobs with development and career opportunities in the context of personnel placement and temporary work has been our passion since 1980. Our customer base includes renowned national and global companies and corporations.  
  
your benefits  
  
• A fast, transparent and simple application process  
• Honest feedback and valuable tips for your career planning  
• Free personal advice from experienced HR consultants  
• Interesting companies and exciting industries  
• Home office option  
  
your future area of ​​responsibility  
  
• The HR team will provide you with administrative support in general day-to-day business (e.g. creating contract documents and certificates of employment)  
• You will be involved in onboarding and offboarding processes for new employees  
• You maintain the personnel files and the personnel master data  
• The coordination of operational integration management in cooperation with external partners is also one of your tasks  
• You report to the authorities for trips to Switzerland  
• You take care of master data maintenance and the creation of reports and ad-hoc evaluations  
  
your profile  
  
• You have completed commercial training, ideally with a focus on human resources  
• You have already gained knowledge from a comparable position  
• Fluency in German and very good written and spoken English  
• You are experienced in dealing with common MS Office applications  
• You have organizational skills, the ability to work in a team and strong communication skills  
• You round off your profile with commitment, motivation and an independent way of working  
  
This is how it goes  
  
• Please apply online using the "Express application" button or alternatively via email. Please do not send us any application documents by post.  
• If you have any questions, we're available to answer your questions. Feel free to pick up the phone.  
• Shortly after receiving your application, we arrange a telephone appointment or a video conference for a short interview and discuss all the other details.  
  
Does that sound good? Then apply now. We are pleased to meet you! Assistant - Human Resources BPS Personalmanagement GmbH has been highly successful in the placement of qualified commercial personnel in the Düsseldorf / Cologne area since 1980. As a specialist in the commercial sector, we not only have comprehensive knowledge of all relevant professional fields, but also have excellent contacts within the industry.  
  
You can find more current vacancies at www.deinneuerjob.de.  
You can also find BPS on Facebook, Xing and YouTube.  
  
Interested in free job coaching?  
You can find more information at www.bps-coaching.de. 2023-03-07 16:00:29.684000