7842 10447 Personalreferent / Personalsachbearbeiter (m/w/d) Our employees are the heart of our success As an owner-managed company, we know that the success of our company is decisively influenced by our employees. That is why job satisfaction and the advancement of each individual are top priorities for Maritim. Our trainees are happy to remain part of the Maritim family even after their final exams, develop further with the Maritim Academy and often take on managerial positions after a short time. The Maritim Hotelgesellschaft and its subsidiaries in 36 hotels in 7 countries offer interesting tasks, good pay and great opportunities for advancement. Whoever works with us decides for lived hospitality and quality. You too can benefit from the extensive range of further training courses offered by the Maritim Academy, active participation through regular employee surveys and a good work-life balance. What are you waiting for? Apply now! Personnel officer / HR clerk (m/f/d) Benefits up to 100% Christmas bonus Company pension scheme Good transport connections Job ticket Corporate benefits Employee and family & friends rate in our hotels Maritim Academy Health measures Your tasks Coordination of service providers and internal temporary staff Recruitment of employees including the creation of job advertisements and applicant management as well as conducting job interviews independently Creation of employment contracts, certificates and personnel files Duty roster control in accordance with the Labor Act and the Youth Employment Protection Act Contact person for employees, trainees and interns Preparatory payroll accounting Administrative activities in the human resources area Your profile Training in the hotel industry First professional experience in human resources is an advantage Discretion, reliability and A sense of responsibility High social skills and resilience Good IT skills (Word and Excel) "Heart in the right place" Start: immediately or by arrangement Contact We are happy to answer any questions you may have about the position, career and the company and we look forward to hearing from you Application. Personalreferent/in None 2023-03-07 16:06:37.940000