7717 10322 Personalsachbearbeiter Fleet (m/w/d) AIDA Cruises is one of the fastest growing and economically most successful tourism companies in Germany and currently employs around 11,400 people from 40 nations, 10,000 of them on board, 1,400 at the company headquarters in Rostock and Hamburg. With currently 11 cruise ships, AlDA operates and markets one of the most modern fleets in the world. The ships are operated according to the highest international quality, environmental and safety standards. By 2020, the AIDA fleet will grow to 14 ships. Come with us on a great journey! We look forward to receiving your application documents, which you should ideally submit as an online application at www.aida.de/careers. Your targeted goal Independent processing of personnel requirements and deployment planning for national and international crew members from the hotel sector                                             Assurance of an optimal filling of the defined positions in close cooperation with the specialist departments for communication in English with crew members as well as various international agencies Administration of the personnel files, Certificate control and complete verification for the Payroll accounting in the personnel software Support for area-specific projects Your previous course Commercial vocational training, ideally with further training as a personnel clerk and initial professional experience Very good knowledge of English, confident in dealing with MS Office 365 and high system affinity You quickly recognize connections, work with foresight and in an organized manner A structured and careful way of working, strong verbal and written communication skills as well as the ability to work in a team AIDA Benefits Contact Go on a great journey with us! We look forward to receiving your application documents, which you submit as an online application to our career portal www.aida.de/careers. Personnel Administrator None 2023-03-07 16:06:22.527000