4091 6696 Personnel officer (m/f/d) as parental leave replacement - Exciting environment, varied area of ​​responsibility|Long-term parental leave replacement  
  
company profile  
Our customer is an international company from the FMCG industry with its German headquarters in the Düsseldorf area. In the course of a parental leave replacement, we are looking for an experienced HR officer (m/f/d) for the next 12 months who can support the team on site for a limited period of time. Due to the good transport connections, the company can be reached very easily both by car and by public transport.  
  
area of ​​responsibility  
  
- Supervision of specialists and executives  
-Processing administrative personnel tasks, e.g. creating employment contracts, references, etc.  
-Responsibility for personnel selection and recruitment  
- Management of digital personnel files  
- Participation in various, partly international, HR projects  
  
requirement profile  
  
-Completed commercial training or comparable degree (bachelor’s or master’s degree with a focus on human resources or business psychology)  
-First professional experience in human resources  
-Excellent communication and teamwork skills  
- Structured and independent way of working  
- Confident use of MS Office  
-Very good knowledge of German and good English  
  
Compensation Package  
  
- Attractive salary and good social benefits  
- Flexible working hours and home office option  
-Exciting and varied area of ​​responsibility, participation in projects  
-Open and collegial working atmosphere Personalreferent/in None 2023-03-07 15:58:56.597000