



FOR THOSE WHO DARE TO

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Working Student in Human Resources (m/f) with focus on Administration and Recruiting

Job Purpose/Role

The holder of this position will be responsible for supporting the Business Associate office in all administrative processes and support the recruiter within the recruiting process. Furthermore, you will assist the HR (Human Resources) Business Partners in a partly-international environment. Therefore, we are looking for a very motivated individual with focus on HR who likes to work independently and is able to look beyond one's horizon and contribute to the growth of our business. You will have the opportunity to get to know the operational day-to-day work in this HR environment.

Key Responsibilities

- Active supporting the HR Business Associates and Partners in the day-to-day Business
- Preparing documents for HR processes
- Getting in contact with employees and managers for different topics
- Development of job postings
- Screening of application documents
- Active sourcing of candidates in social media
- Creation of the HR open position newsletter on a regular Basis
- Work as interface to our Shared Service Center in Romania
- Support in projects where you will have the opportunity to take over operational subtasks

Key Requirements/Skills/Experience

- Student in Business Administration, Psychology, Sociology or equivalent, ideally with a major in HR
- Registered as student for the complete duration of employment
- Previous experience in Human Resources, ideally in administrative processes and Recruiting
- High accuracy, reliability, pro-activeness and working independently
- Strong analytical and problem solving skills
- Ability to communicate and co-operate efficiently in a professional Environment
- Very good MS Office skills (particularly MS Excel, SAP)
- Business fluent in English and German (reading and writing), be able to prepare e.g. contracts in both languages
- Self-motivated personality and pro-active team player who can work autonomously
- Able to work in a matrix structure, to deal with complexity, to be agile