

HÖFERUNDTAUSCH provides qualified specialists and managers in all areas of economy, service industry and craft industry.

Together with our client, a medium-sized technology company based in Dresden, we fill a new job position as:

HR-Business Partner *

General (Excerpt)

- ⇒ Constant place of work in Dresden (Saxony) and periodically at a second location (Bavaria)
- ⇒ Interface between shareholders, management, works council and employees
- ⇒ Close co-operation with management and international companies within the group

Your tasks (excerpt)

- ⇒ Strategic HR work
 - Support in the consolidation of HR processes within the group of companies
 - Introduction of modern personnel development measures at the locations
 - Improvement of onboarding and offboarding
 - Advice and support for other companies in the international group of companies
- ⇒ Operational HR work
 - General HR administration (accounting, social and labor law)
 - Supporting employees in all personnel matters
 - Selection and organization of further education and training measures
 - Recruiting, onboarding and offboarding
 - Database maintenance and maintenance of employee files in the ERP system
 - Representing the company at trade fairs, authorities and in court

Our client's requirements (excerpt)

- ⇒ Academic degree (University or similar) in business administration or similar
- ⇒ Professional HR experience in a medium-sized company and also intercultural competence
- ⇒ Experience in the design, introduction and optimization of HR processes
- ⇒ Experience in working with works-councils and also international HR business partners
- ⇒ Solid knowledge of German labor and social law
- ⇒ German language (from C1) and English language skills (from C1), both written and spoken
- ⇒ Willingness to travel on national and international business trips

We look forward to receiving your informative documents, which you should send us by e-mail ideally as a summarized PDF-file - to bewerbung@hoeferundtausch.com**

* *General Equal Treatment Act: The job offer is presented in a gender-neutral way. The sporadic use of only one gender form is solely for the sake of better readability.*

** *In order to conserve our environmental resources, we would like to receive your applications by e-mail. We will therefore only return your documents sent to us by post if you enclose a sufficiently stamped return envelope.*

We are pleased to be able to support you in your search for a new opportunity!

HÖFERUNDTAUSCH