

Job Description

1) Company profile

German subsidiary of A global enterprise, Top-tier feed and food additives distributor
More than € 200 million of turnover in Europe, and €15 billion over the world

2) Position

Jr. Manager of a HR team

3) Salary

From 53,400 Euro (Brutto)

4) Position summary

The person in this position plays a vital role in maintaining and improving the organization's human resources by planning, implementing and evaluating employee relations and human resources policies, programs, and practices
The ideal candidate will be knowable of German labor law and have experience of HR administration.

5) Job Duties

[HR Administration]

- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Ensures legal compliance by monitoring and implementing applicable human resource requirements by related laws; conducting investigations; maintaining records; representing the organization at hearings.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintain time-recording system and process, and vacation table.
- Other HR Administrative tasks.

[Performance Evaluation]

- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.

[HR Policy]

- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.

[Payroll and Compensation]

- Arrange payment for salary, bonus, incentive, and others with a payroll company. review the salary payment
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revision
- Reconcile booking records with salary information.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.

[Company car management]

- Maintain the company car program
- Manage company car operating affairs in accordance with company guideline and policy

6) Job Requirements

English Resume

Bachelor's degree and related field is preferable

Experience of 5~7 years is preferable

Language skills – English, and German

Advanced knowledge of Microsoft office programs – Excel and Word

Job Knowledge:

Hiring, Human Resources Management, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Classifying Employees, Employment Law, Laws Against Sexual Harassment, Organization

Able to meet due date and keep various time schedules

Able to work as team members with multi-cultural background