



We are a company working in the automotive, financial and industrial sectors. We support our customers from electrical and electronic development to software development and project management. We employ over 160 people in Wolfsburg, Leipzig, Braunschweig, Hanover, Münster and Berlin, who are shaping the future together with us.

human resources assistant (m/f/d)

Leipzig

asap

indefinite

part time

What you can expect

- You assist the HR manager with administrative tasks such as document absences and terminations
- You help with the recruitment process by writing job descriptions and communicating with applicants
- You respond to employee policy inquiries
- You maintain all electronic personnel files

Your profile

- You have experience in a similar position and love to work with people
- Confident handling of common Microsoft Office applications
- Excellent communication skills as well as very good English and basic German skills
- An independent, solution-oriented and structured way of working

Our offer

- Indefinite employment, industry standard salary, weekly German language course
- If necessary furnished apartment for transition period included
- 27 days annual leave increasing by 1 day each year to a maximum of 30 days
- 40 hours a week with flexible working hours with attendance from 9:00 am to 3:00 pm
- Overtime is compensated in spare time
- Training on the job with mentor, flat hierarchies and an informal working atmosphere
- Various leisure events such as team events, summer party, game evenings and much more
- Contribution to gym fees and health/self-care activities

Contact, Information and cu soon @ www.jSERVICE.de

Applications are welcome at karriere@jservice.de or via our application portal at www.jservice.de.