



The future of technology is defined by people with vision and innovative ideas – people like you! As experts in engineering and production services, engineering consulting and HR services, for almost 20 years we have been supporting customers from the most diverse of high-tech industries. Become a member of our team of 500 experts and give our customers at 25 project sites the edge over the competition.

For our customer **Airbus Operations GmbH** we are looking for an open personality who enjoys integrating into an international team. Do you feel addressed? Then apply in **Hamburg** as **HR Business Partner Support** and become part of a promising business strategy.

Task description

- Take over general administrative tasks, such as processing correspondence and mail or managing telephone correspondence.
- Scheduling with internal and external contacts
- Organisation, booking and accounting of business trips
- Preparation of meetings and events
- Drawing up agendas and reviewing overtime applications
- Support of national and international visitors
- Tracking of all processes in relevant tools, Workday, SAP, etc. of the HR area

Requirements

- Completed studies in business administration or commercial training with many years of professional experience
- Several years of professional experience in personnel management
- Very good knowledge of SAP and WorkDay
- Fluent in German and English
- Team player with independent, structured way of working

Our Services

- Permanent employment contract
- Equal pay model
- 30 days holiday from Equal Pay
- Personal support close to work
- Bonuses and allowances above standard rates
- Annual bonus payments
- Company pension scheme with employer contributions
- Extensive opportunities for training and further education
- ProfiCard allowance with the Hamburg Transport System (HVV subscription)

Hamburg | 3940

YOUR CONTACT

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APPLY NOW



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