

## HR Generalist (m/f/d)

### Your Responsibilities:

- Provide comprehensive support and guidance to employees and managers on all HR-related matters throughout the entire employee lifecycle (from onboarding to offboarding)
- Execute all HR administrative tasks accurately and efficiently
- Review and assess the employment status of freelance collaborators
- Serve as a point of contact for operational HR matters, including applications, workflows, and day-to-day inquiries
- Contribute to the development and improvement of HR strategies, services, and processes
- Support the implementation and roll-out of new HR tools and procedures
- Take ownership of collaboration with our external payroll provider, including preparing, validating, and transmitting payroll data
- Create reports and HR analyses in close cooperation with our Controlling department
- Independently draft employment-related documents such as employment contracts, contract amendments, and general confirmations

### What Sets You Apart:

- Ideally, a completed degree or commercial vocational training
- Several years of experience in a generalist HR role
- Solid knowledge of labor law and HR processes

- Strong proficiency in MS Office, especially Excel
- A self-reliant, structured, and solution-oriented working style
- Fluent German skills, both written and spoken

#### **Why You'll Love Working With Us:**

- **Meaningful Responsibilities:**

Play a key role in shaping and advancing our HR processes while working closely with senior leadership. Your contributions will have a direct impact on our company's growth and culture.

- **Flexible Working Models:**

We support your work-life balance through flexible, hybrid working options.

- **Modern & Creative Work Environment:**

Join an innovative company with open structures, short decision-making paths, and plenty of room for your own ideas.

- **Attractive Perks:**

Stay active with **EGYM Wellpass** or take advantage of our **JobRad** program – sustainable, healthy, and flexible even in your free time. Our on-site canteen offers a varied and balanced selection of meals every day.

#### **Interested?**

Sounds like you? Then apply now and show us why you're the perfect addition to our team!