



EN

Job title: HR & HR Marketing (m/f/d)

Job description: As an employee in our HR department, you will support us in the development and implementation of a holistic HR marketing strategy. This includes, among other things, the management and expansion of our recruiting, trainee program, and continuing education offerings. In this way, you will make a significant contribution to employee satisfaction and retention.

Your strengths and qualifications:

YOUR ROLES & RESPONSIBILITIES

- Collaboration in personnel administration and data maintenance (personnel master data, creation of documents, time recording, on/off boarding, etc.)
- Corporate communications
- Contributing to ongoing HR projects
- Supporting the organization of events as well as the support and expansion of cooperations with partners
- Preparation of research and selection of advertising materials
- Support in recruiting (preparation and placement of advertisements and support of online portals)
- Design of content for our social media channels as well as monitoring and tracking
- Independent research and preparation of new employer branding topics and trends

YOUR STRENGTHS

- You are an open, communicative personality and enjoy working in a young, multicultural team
- You are creative, committed and appreciate a broad range of tasks
- You have a good sense for content preparation (text and graphics) for different platforms online and offline
- in German and English
- Organizational skills are one of your talents
- You grasp facts quickly and independently, work reliably, are team-oriented and flexible

YOUR QUALIFICATIONS

- Completed academic studies in business administration with focus on personnel management, marketing or comparable course of studies (FH or university)
- Very good German and good English skills
- You are enthusiastic about topics such as social media, online communication and personnel marketing
- You are very familiar with MS Office as well as Adobe Photoshop/InDesign/Illustrator

Our offer: The minimum salary, depending on qualifications and professional experience, for this position starts at € 2100 per year based on full-time employment (40 hours per week).

WE OFFER:

- Flexible working hours & home office possibilities
- Several months of practical training in an international environment

Security

- Secure job within a family-like corporate culture in a stable, future-oriented industry

Career & perspective

- Career opportunities - we do not recruit new managers, but train them within the company.

Social benefits

- Free parking in the multi-storey car park directly adjacent to the office building
- A free Transped shuttle from/to Wörgl railway station or from/to Innsbruck adapted to working hours
- Discounted petrol at the in-house petrol station (diesel)
- Food allowance for the midday snack
- Health offers: Company doctor and various vaccination offers as well as team sports with colleagues.
- In addition, cool events and joint leisure activities
- We are happy to offer support in finding a place to live

Contact person:

HR

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All this sounds like an exciting challenge for you? Then send us your CV [online](#).
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