



EN

Job title: HR associate (m/f/d) part-time

Job description: To strengthen our team at the Wörgl location we are looking for :
HR Associate (m/f/d) part time
YOUR TASKS

- Collaboration in the entire Employee Life Cycle and all HR processes
- Contact person for employees with regard to personnel-related inquiries and topics, e.g. workshops, language courses and further training, intranet, etc.
- Recruiter for defined job profiles (e.g. internship program, trainees, dispatchers, etc.) as well as administration of job advertisements on career platforms
- Collaboration in the further development and implementation of HR development and social media activities (employer branding)
- Collaboration in HR digitalization and definition and further development of modern HR processes and guidelines
- Organization of training and further education including coordination with trainers
- Contact person for the intranet, drafts for communication on social media channels, advertising material management, graphic design, etc.

Your strengths and qualifications:

YOUR STRENGTHS

- Communicative and open-minded personality
- Team orientation and commitment
- Accurate and structured way of working
- High reliability and trustworthiness

YOUR QUALIFICATIONS

- Very good German (min. C1) as well as very good English skills in word and writing
- You have routine in the use of MS Office tools
- You have completed a commercial apprenticeship and have first work experience
- Ideally, you have relevant work experience in an HR department, e.g. HR Specialist, Recruiter, HR Generalist, or similar.
- Austrian working knowledge an advantage
- A valid work permit for Austria is a prerequisite for this position (Non-EU citizens: please attach the work permit to the application)

Our offer:

OUR OFFER

The remuneration for the indicated position is based on the legal regulations. The annual salary for this position is € 35,000 (gross) on a full-time basis depending on qualifications and experience.

Our offer is also explicitly directed at applicants with an interest in part-time work, people returning to work and interested parties with extensive professional experience.

WE OFFER

- Flexible working hours
- Cooperation in a small, dynamic HR team
- A secure job in a traditional Tyrolean company
- Flat hierarchies
- A free shuttle from/to the train station in Wörgl, adjusted to the working hours
- Meal allowance and health offers
- In addition, cool events and joint leisure activities

Contact person: HRTransped Europe GmbH Gewerbepark 1A-6300 Wörgl **tel** +43 5332 210-321 **mail** jobs@transped.at
Does that all sound like an exciting challenge to you? Then send us your application online or by email to jobs@transped.at!
We look forward to hearing from you!

Apply online now:

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