

HR Generalist

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Company: Aptean

Location: Wroclaw

Category: office-and-administrative-support

Overview

Associate HR Generalist

Location: Wroclaw (In Office)

Aptean bundles the technology, project and market experience of successful software providers in the ERP and MES sectors who specialize in the requirements of SMEs in the DACH region. As an IT strategy partner, we support our medium-sized customers on their path to digital transformation. To strengthen our Human Resources division, we are looking for a HR Generalist to join our team.

We are looking for an Associate HR Generalist for our DACH HR team. In this role, you will be the first point of contact for our employees, working closely with the HRBP and our colleagues in Recruiting and Payroll. You optimize existing processes and get involved in HR projects. You share responsibility for the implementation of HR goals and projects in the DACH region.

Your Responsibilities

Supports the HRBP in a broad range of human resource activities, including employee relations, employee engagement, M&A activities, performance management, compensation, on- and offboarding, and employment transactions.

Supports the DACH HR Team in all administrative requests, including but not limited to creating contracts, amendments, certificates, reference letters, etc.

Provides first level support to internal and external HR related inquiries and escalates to appropriate contact person.

Assists in development and implementation of Human Resource policies and procedures.

Responsible for on- and offboarding administrative duties, liaises with key stakeholders, and updates employee records accordingly.

Assists, prepares, and reviews HR reports to HRBP, Leadership and key stakeholders.

Prepares monthly, quarterly and annual reporting as well as drafts communication for Workers Council.

Redirects HR related calls or distributes correspondence to the appropriate person of the team.

Maintains records of personnel-related data in both paper and the database and ensures all employment requirements are met.

Supports HRBP with all activities to the integration of new acquisitions.

Liaises with other departments or functions (payroll, recruitment etc.)

Support other functions as assigned

Your skills

Completed commercial training with an additional qualification in the field of HR, a degree in business administration or a comparable qualification

Fluent in German and English

At least 2-3 years of professional experience in HR work as well as specialist knowledge in payroll accounting, payroll tax and social security law and labor law

Experience in working with the works council is a prerequisite

Hands-on mentality with independent work and organizational skills

Resilient team player, motivated and committed personality with a high degree of reliability, trustworthiness and diligence

Willingness to travel to various locations within Germany and Austria

Our Offer

We are looking for a long-term and trusting partnership. With this in mind, we offer an interesting and challenging role with an employer on a growth path in the IT environment

a new company location with a modern office concept/workplace

a collegial and supportive team

an attractive compensation package

professional and personal development opportunities; flat hierarchies

joint team events

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