



Join our team as:

Human Resources Professional

You care for our line-up.

Location	Ismaning
Department	Administration
Working Time Model	Part-time/Working Student
Start Date	Immediately

Our team is growing fast which brings along plenty of HR challenges that are far beyond a standard employment in human resources. Dynamic sourcing and screening of applications, flexible working time model and contract management, different company locations and many more. Do you feel ready for an aerospace startup? We are looking forward to you – your office desk is ready!





Tasks

- Application management (job offers & pre-screening)
- Creation of working contracts
- Staff resource oversight and planning
- Employee relations (e.g. business trips, holidays, incapacity)
- Assistance in payroll accounting
- Creation of job references and testimonials

Qualification

- Degree: Completed or ongoing studies in the field of human resources or comparable domains or relevant closed job-education.
- Experience: Practical experience in HR preferable
- Method-Knowledge: Legal skills to the extent of relevance for human resources especially in the domains of social insurance law, employment law and tax law
- Tool-Knowledge (mandatory): Microsoft Office, SAGE HR


Benefits

-  Team with high spirit and pace
-  Flexible working time model
-  Company laptop
-  Staff restaurant

Application Documents

- Letter of motivation
- Curriculum vitae
- Certificates / reports / references

APPLY NOW

 applications@avilus.de

