

Job Title:

HR Operations Specialist (m/f/d)

Job Location:

- Düsseldorf, Germany

Main Responsibilities:

- Act as an interface in operational matters such as contract management, leave management and exit management
- Be responsible for administrative implementation of HR processes, in particular, preparation of employment contracts, agreements and confirmations
- Collaborate closely with HRBPs, the Payroll Team and other functional Teams in HR
- Prepare and analyze ad-hoc personal reporting
- Work on international HR-related projects and standardization / optimization of internal processes

Requirements:

- Graduate Student in Bachelor/Master's degree in Business Management, Social Science or similar
- Work experience with focus on Human Resources and related areas, additional education in personnel management is a plus
- Basic knowledge and understanding of German labor law
- Good MS Office skills, especially Word and Excel; experience in SAP HCM is appreciated
- Great sense of responsibility and confidentiality
- Proactive, detail-oriented and solution-oriented work attitude
- Motivation, with a certain degree of pressure resistance
- Ability to work in an international business environment

Language requirements:

- Business Proficiency in German and English



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What we offer:

We offer you an exciting professional career in one of the leading and fastest growing multinational telecommunication companies, challenging work and a competitive salary package. Personal development is ensured through many training opportunities in Western Europe and abroad.

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You are interested?

Please send your detailed resume/CV in **English** via E-Mail to **campus.de@huawei.com** indicating the position you apply for.

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