

Specialist HR Global Sales - 6 months – part time 20h/week (m/f)

Purpose & Overall Relevance for the Organisation:

To understand the HR processes in relation to business partnering. To support the HR Global Sales Team in establishing the HR Strategy.

Key Responsibilities:

- Participate in recruiting activities for various positions and assist in the onboarding process
- Support the team during standard HR processes
- Support the team in daily business and on related topics
- Take part in HR projects
- Handle correspondence with internal and external stakeholders
- Maintain and enhance the internal databases

Knowledge, Skills and Abilities:

- Very good MS Office skills, SAP knowledge is a plus
- Fluent in English and German
- Open minded, good interpersonal and communication skills, team player
- Mature and well organized
- Strong organizing and problem-solving skills
- Customer oriented, approachable, and interpersonal skills

Requisite Education and Experience / Minimum Qualifications:

- Student of Bachelor or Master in Business Administration with focus on HR, Social Sciences or Psychology preferred
- Previous work experience in the field of HR is an advantage