



# No Steve – **JUST JOBS**

## Human Resources Specialist part-time (f/m/d)

Our client is a worldwide leading manufacturer for innovative technology products. We are looking for a human resources specialist (f/m/d) part-time (25 h - 30 h per week) in temporary employment, located in Dresden.

### Your responsibilities:

- Preparation of employment contracts (hiring, salary and position changes etc.)
- Onboarding processes
- Personal file preparation
- Preparation of termination letters and all documents required for leavers
- Entering and updating data in HR system
- HR reportings
- Training - organizing, certificates, requests, contact with external companies
- Monthly preparation data for payroll (payroll is external)
- Recruitment process (contact with external agencies, searching, interview)
- Contact with external health and safety officer as well as with company doctor to organize the meetings at the site
- Supervision over apprentices and apprenticeship-program

### Your qualification:

- Minimum of 2-3 years of experience in Human Resources
- Good knowledge in labor law
- Good SAP and MS-Office (Word, Excel, PowerPoint) knowledge
- Education related with Human Resources (Personalfachkaufmann/frau & AEVO)
- Very good German and English skills

### Our offer:

- Temporary employment for 6 months with an option to be extended
- Working in a dynamic and international team

### Interested? Be part of this success story!

Please send your application to: [jobs@fretwork.de](mailto:jobs@fretwork.de)

### FRETTWORK network GmbH

Vaalse Straße 259 | Bürohaus westTor | 52074 Aachen | Germany | [www.fretwork.de](http://www.fretwork.de)

**FRETTWORK**<sup>®</sup>  
network

#### PERSON OF CONTACT



**Barbara Frett**  
Managing Director

MAIL [jobs@fretwork.com](mailto:jobs@fretwork.com)

TEL +49 (0)2 41/88 80 80 9-1



Xing



LinkedIn