

**We are hiring!**

## **Human Resources Specialist (all genders) Full/Part time**

Mannheim, Germany

### **Your responsibilities**

- Operational support of employees in Germany, Switzerland, US and Greece
- Participation in company-wide HR projects, as well as in the optimization of personnel processes
- Administration and maintenance of personnel files and absences
- Acting as contact point for employees
- Processing of individual personnel matters such as maternity & parental leaves, transfers, resignations, residence permits and visa requirements
- Preparation of evaluations, statistics and reports.

### **Our requirements**

- Successful completion of training with additional qualification in human resources management or interest in completing such training.
- Good understanding of labor and social security law
- Confidence in handling of MS Office applications, as well as interest in process applications
- Strong communication skills, as well as a friendly and service-oriented personality
- Responsible, reliable, subtle and systematic way of working coupled with empathy and integrity
- German and English language skills at C-level according to CEFR

### **Interested in applying?**

Then we would love to hear from you!  
Please send your complete application to:

[career@consolut.com](mailto:career@consolut.com)

Contact for applications:  
Mrs. Kathrin Ohlinger

### **What we can offer**

- Challenging tasks and projects with numerous opportunities to develop your own competencies
- Trustful and open collaboration with a clear commitment to long-term employment
- A positive and appreciative company culture
- Active support for your personal and professional development
- A well-equipped workplace with modern IT infrastructure, flexible work mode and the possibility to work from home
- Part-time work (25-30hrs) on the basis of a 5-day week is possible.



#### **Germany**

Mannheim, Dusseldorf, Munich



[www.consolut.com](http://www.consolut.com)

#### **Switzerland**

Schaffhausen

#### **USA**

Haverhill

#### **Greece**

Thessaloniki