

Join us as a

# Human Resources Generalist (m/f/d)

## Job Overview

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<b>Job Title:</b>	<b>Human Resources Generalist (m/f/d)</b>
<b>Company:</b>	comforte AG
<b>Job Location:</b>	Wiesbaden, Germany
<b>Contract type:</b>	Full time permanent employment (40h/week)
<b>Experience:</b>	At least 5 years of experience in one of the following areas: <ul style="list-style-type: none"><li>• Talent Acquisition &amp; HR Administration</li><li>• Payroll &amp; Benefits</li><li>• Learning &amp; Development</li></ul>
<b>Tags:</b>	IT, Human Resources, Payroll, Recruiting, HRIS, Compliance, Communication, Analysis, Personal Marketing, HR development, HRBP, HR Generalist
<b>Education:</b>	Bachelor in Business Administration or relevant field
<b>Reports To:</b>	Director of Human Resources
<b>Start date:</b>	As soon as possible

We are looking for a German-speaking HR Generalist to join our team and implement various human resources programs, one who has a broad knowledge of human resources functions & payroll, from hiring to onboarding and from employee compensation, to evaluation. If you have a passion for HR, have affinities with numbers, are familiar with labor law, want to work at an international level and look to kick start your career in the field, comforte is the place to be.

## Role

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Your role as an HR Generalist will be far from one-dimensional. You will undertake a wide range of HR tasks, like organizing training, help in administering employee benefits and leaves and in crafting HR policies. You will assist the HR Administration Manager in using the Human Resources Information Systems to ensure all employee records are up-to-date and confidential.

The goal is to ensure the HR department's operations will be running smoothly and effectively to deliver maximum value to the organization as a whole.

## Your responsibilities

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- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and bridge management and employee relation by addressing demands, grievance or other issues
- Nurture a positive working environment
- Support current and future business needs through the development, engagement, motivation and preservation of our talents
- Manage the talent acquisition and recruitment processes
- Enhance and promote our Talent Attraction/Personal Marketing activities through relationships with universities, Expos and maintain the integrity of the HR Website
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in the development and the implementation of human resources policies
- Undertake tasks around performance management
- Gather and analyze data with useful HR metrics, like time to hire, employee engagement
- Report to management and provide decision support through HR metrics
- Organize the annual employee performance reviews
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
- Ensure legal compliance throughout the HR management
- Help administer and maintain payroll and benefit plans at a global level

## Required skills

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- Proven experience as an HR Generalist
- Working experience in German Payroll is a plus
- Understanding of general human resources policies and procedures
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- Demonstrable experience with human resources metrics
- Good knowledge of employment/labor laws
- Outstanding knowledge of MS Office; HRIS systems & Databases (e.g. Sage) will be a plus
- Bachelor in Business administration or relevant field
- Additional knowledge in other HR disciplines is a plus

## Professional Traits and Aptitudes

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- People oriented and results driven
- Independent working method and a high level of initiative and responsibility
- Excellent communication and people skills
- Aptitude in problem-solving e.g. numbers affine
- Desire to work as a team with a results driven approach
- The ability to self-manage and think independently.

## Communication

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- **English:** Excellent knowledge of written and spoken English
- **German:** Language skills at mother-tongue level are essential

## What comforte can offer

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- Unique company culture resulting in close to 0% staff turnover
- Interesting work in an international team with clients in the Payments / Telco / Retail / Manufacturing industries around the world
- Flexible working hours
- Flat hierarchies
- Work-life balance
- Opportunity to work self-sufficiently, take responsibility and make a difference
- Work location is negotiable once fully on-boarded and accustomed to our culture, team and work environment
- Competitive salary
- Company Profit sharing
- Variable compensation

## More information

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comforte is a medium-sized company in private ownership with headquarters in Wiesbaden, Germany. Building on more than 20 years of experience in unlocking more value from systems that never stop, comforte has evolved into a market leader for data protection and empowering mission-critical systems. With about 100 employees in our locations in Germany, the US, Australia and Singapore, we develop, sell and support our software products to our worldwide client base. We are proud of our company culture and our agility.

For more information, see [www.comforte.com](http://www.comforte.com).

## Contact and Questions

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Please send your application in English language to [career@comforte.com](mailto:career@comforte.com). Please send any questions you might have to the same address.