

HR Administrator (d/f/m) part time/ full time - in Tübingen

Computomics is expanding its HR team and is looking for an HR administrator to complement the existing team. We are looking for a team player who is proactive in supporting colleagues and also capable of working autonomously.

Your Tasks:

- ▶ Support with all administrative personnel issues
- ▶ Preparation of employment contracts, certificates and attestations
- ▶ Communication with external payroll provider
- ▶ Assist with applicant management
- ▶ Maintenance of personnel database
- ▶ Answer employees inquiries about HR-related issues
- ▶ Support and organization of employee & company events (such as travel accommodations)

Your Qualifications:

- ▶ Professional training or studies in the commercial field, ideally with a focus on human resources
- ▶ Work experience is a plus
- ▶ Absolute discretion, integrity and loyalty
- ▶ Ability to work in a team, communication skills and hands-on mentality
- ▶ Good knowledge of German and English, both written and spoken
- ▶ Independent, structured, reliable and service-oriented way of working
- ▶ Digital literacy

Our Offer:

- ✓ Working in an innovative, dynamic and international company
- ✓ Work-Life-balance
- ✓ Flexible working hours (full-time or part-time, mobile working partially possible)
- ✓ Family-friendly workplace
- ✓ Healthy working environment with an international, openminded and supportive team
- ✓ Ergonomic office furniture and equipment
- ✓ Continuous training, education and in-house knowledge transfer
- ✓ Fresh fruit, sweets, coffee, tea and water free of charge
- ✓ Company pension scheme
- ✓ JobRad (bike-leasing)
- ✓ Regular company events (BBQ, company outing etc.)
- ✓ Centrally located in downtown Tübingen
- ✓ Chance to grow with us

For more information or to apply, please contact: careers@computomics.com

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<https://computomics.com>
Send your application to: careers@computomics.com