



CLONE OF HUMAN RESOURCES MANAGEMENT

Employment VOLLZEIT 38,5 h	Location MUNDERFING ÖÖ, Nähe Salzburg	Gross salary / year € 55.000,00 Overpayment possible
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We ensure a positive working environment

- For this role, which offers a wide range of opportunities for personal development and creativity, we offer you an attractive salary that is significantly above the collective agreement (for information and consulting). The minimum salary for a full-time position is €50,000 gross per annum, with a willingness to pay above this depending on your qualifications and experience.
- Flexible working hours allow you to strike a good balance between your family, your leisure interests and your job.
- Comprehensive induction training and support for professional development are a given for us.
- We are happy to adapt your workspace to your personal needs (ergonomic office chairs, height-adjustable desks, etc.).
- Your health is important to us. We provide free full board during working hours.
- For every day that you make your journey to work in the most environmentally friendly way possible, we'll give you a small allowance.
- If you are frequently on the road for us, we will provide you with an ÖBB Advantage Card or an electric company car (depending on your needs and role).
- You'll have the exclusive opportunity to acquire shares in the group's equity, allowing you to share directly in our company's success.
- And because we offer all of the above, we pride ourselves on an excellent working atmosphere.

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Munderfing | Parndorf | Vienna | Bruck/Leitha, Austria
office@ews-energy.com | +43 7744 20141-0
www.ews-energy.com



An exciting range of responsibilities awaits you

- Primary responsibility for recruitment processes: from drafting job adverts to organising interviews, you will ensure successful onboarding processes
- Coordination of HR processes throughout the entire employee lifecycle: Processing all contract amendments, whilst complying with employment law and collective agreement requirements
- Point of contact for all colleagues: with your open and trustworthy manner, you act as a key point of contact and address issues
- Supporting our managers: You provide solution-oriented support on all HR matters
- Training and development initiatives: You organise various training courses and team events, and are constantly expanding the range of benefits and health promotion measures
- Active development and expansion of our staff development initiatives
- Close collaboration and communication with the internal payroll department

You can support us with the following knowledge and experience

- Completed commercial training (e.g. HAK, university, degree), a passed payroll accountant qualification is an advantage, at least 5 years' professional experience in human resources
- Good IT skills (BMD an advantage, confident use of MS Office – particularly Excel and Word)
- Very good command of German and a good command of English
- A strong sense of responsibility and the ability to handle sensitive personal data with the utmost care
- A structured, precise and independent approach to work
- A strong service-oriented mindset and a respectful approach to people