



Job Description

We are looking for a skilled and motivated **HR Officer M/F**.

Our client, a global partner in injection moulding for automotive industry, offers an interesting opportunity in a dynamic HR department inside a world-renowned company.

Tasks

- You will be responsible for administrative tasks: computer input, drafting all contract documents such as employment contract, archiving and ordering, dematerialization of print media etc.
- You also will be responsible for HR Reporting.
- You will oversee the recruitment process: sourcing and screening for candidates, shortlisting, drafting job adverts and follow-up.
- You will work on several HR topics in close collaboration with the HR Manager onsite.
- You will be responsible for the clocking-in and clocking-off management, also the working hours input through an internal computer software.
- You will work on the Employment and Expertise Plan: workforce planning and analysis further to labor market change (brainstorming about HR topics such as labor mobility, recruitment and retention, graduate strategy, flexible working, risk prevention, skills evolution etc.).
- You will take part in works council: drafting statement.

Profile

To fit in the position, you also:

- Have graduated with a Bachelor's degree in Human Resources, business administration or equivalent training.
- Have a 3 years' experience in HR, ideally in the Industry.
- **Are French and German speaking, and have a good knowledge of English.**
- Have a professional use of MS Office, and ideally have a good knowledge of SIRH (TIM (DSK)-SAP).
- Have strong writing communication and verbal skills.
- Are proactive and have a strong attention to detail.

Job: Human Resources Officer M/F

Location: Luxembourg

Contract: Full time (40 hours / week)

Job type: Recruitment

Salary: attractive package

Start: as soon as possible