

KWS Berlin GmbH



KWS is one of the world's leading plant breeding companies. With the tradition of family ownership, KWS has operated independently for more than 160 years. It focuses on plant breeding and the production and sale of seed for corn, sugar beet, cereals, potato, rapeseed and sunflowers. KWS uses leading-edge plant breeding methods. 5.147 employees represent KWS in more than 70 countries. For more information: www.kws.com. Follow us on LinkedIn® at <https://linkedin.com/company/kwsgroup/>.

HR Administrator Germany/Romania in part-time (m/f/d)

For our Global Transaction Center (GTC) in Berlin, we are looking for HR Administrators (m/f/d) for supporting our German and Romanian business units. This job is unlimited and in part-time (15-20 hours/week). If you are interested in working independently and service-oriented and if you have already demonstrated that you are self-motivated, a team player and flexible, we look forward to getting to know you soon.

City: Berlin; Starting Date: At the earliest possible; Duration: unlimited; Remuneration: N/A; Reference number: 1942; Closing date: 31/07/20

Working field

Human Resources

****Your tasks:****

- Together with your colleagues, you will ensure the efficient delivery of administrative HR services from hiring to retiring, such as:
Preparation of employment contracts and contract amendments
Organization of the onboarding process
Organization of trainings
Maintenance of employee personnel files
Processing of enquiries from employees and managers in our ticket system
- You will work closely with the HR Business Partners in the region and support the migration of activities from the Romanian business units to the GTC in Berlin. This includes a proper knowledge transfer and the documentation of processes and tasks.
- You actively participate in the continuous improvement of our processes.

Requirements

****Your profile:****

- You already have experience in HR. If you have already worked with SAP: all the better!
- For you, teamwork means supporting each other, solving problems together and learning together.
- You are not satisfied with the status quo and you are looking for opportunities to accomplish your tasks even better and more efficiently. Your "customers" are your colleagues at

KWS and it is therefore important to you that they can trust that requests are completed on time, problems are solved fast and questions are answered quickly.

- You are fluent in English, German and Romanian.

What We Offer

- A location in the heart of Berlin
- A great team with lots of fun at work and regular team events
- A positive and appreciative working environment
- Flat hierarchies and open communication
- An attractive remuneration package incl. company pension plan and other benefits
- Flexible working hours and a reasonable work-life balance
- Training opportunities

Application

Interested? Then please send your detailed job application (motivation letter, CV and relevant references). You can find the link to the application here:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=1942&company=kwssaats>
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More information at <https://stellenticket.de/81399/FUB/>

Offer visible until 13/08/20

