

Vocational Training (m/w/d) - Management assistant for staffing service

📍 Chemnitz

Level of experience: Pupils / Students

Your purpose

Acquisition of an IHK vocational qualification

Tasks you will take on

Recruiting

- Planning of positions to be filled
- Application management
- Contact person for external staffing services, e.g. temporary employment agencies
- Search and usage of new recruiting channels

Staff administration

- Creation and Maintenance of personnel files
- Contact person for employees regarding topics such as job-related timeouts, sickness, etc.
- Creation of documents, e.g. employment contracts, amendment agreements or notices of termination;
- Creation of certificates and documents (e.g. preparation of job certificates, certificates of leave days, ...)

Evaluation of HR-relevant key figures

- Sick-leave, remaining leave days, overtime, number of employees

Accounting and controlling

- Quotation costing
- Billing
- Generating statistics

Acquisition and execution of orders

Marketing

- Assistance with building a strong and attractive employer brand

Your qualifications include

- Realschulabschluss/Mittlere Reife (secondary school leaving certificate) or Abitur (high school diploma)
- Interest in recruiting, staff and working with customers
- Fluent in German and English

Your skills include

- Strong teamwork and communication skills
- High degree of personal responsibility and initiative

What's in it for you

For more flexibility

We offer individual & flexible working hours, mobile working, flexible work assignments as well as a parent-child office.



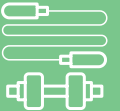
For your development

We offer individual development paths, further education & training as well as comprehensive onboarding.



For your well-being

From the company doctor to a wide range of sporting activities such as yoga or volleyball to massage.



For your strengthening

We offer catering, free coffee specialties & water, daily fresh fruits and 30 vacation days.



For our team spirit

Regular events take place. From team events to company celebrations and after-work events.



For your wallet

We offer a Spendit-Card, VWL, a company pension scheme pension plan and a fair basic salary.





Contact us

We develop functions and associated services for automated driving, driver assistance and mobility.

Send us your cv to bewerbung@fdtech.de.

For more information visit www.fdtech.de.

HR

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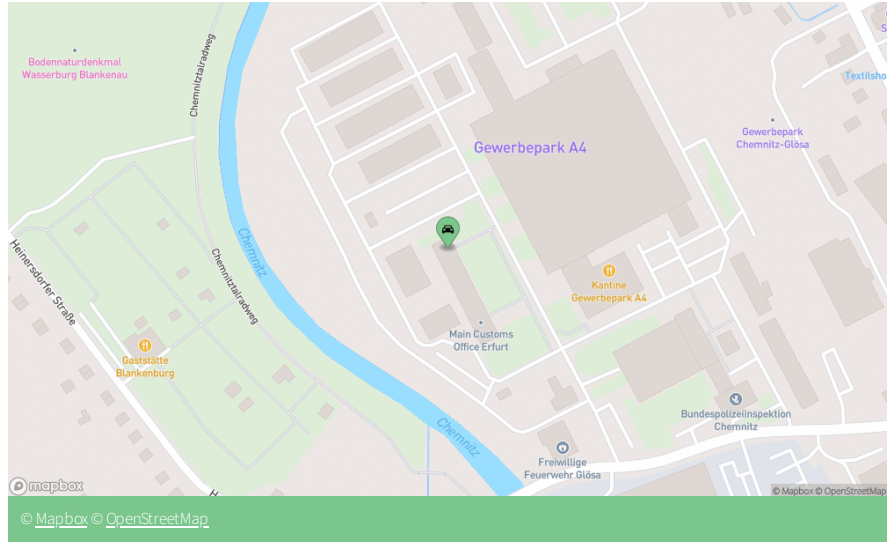


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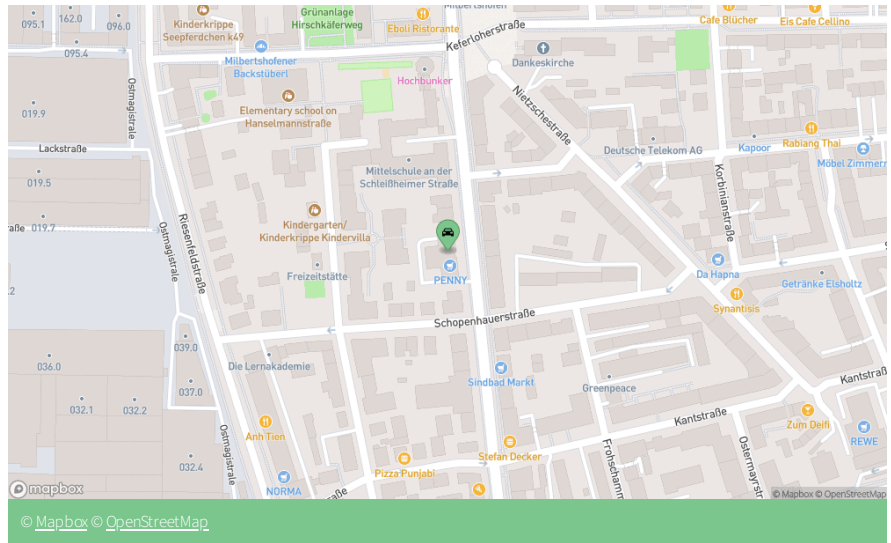


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