



HR GENERALIST (M/F/D)

Located in Bissen / Luxembourg

Your responsibilities

- Assessing training needs, identifying skills or knowledge gaps that need to be addressed
- Managing the training process by organizing internal and external training sessions, gathering feedback, and completing the annual INFPC report
- Handling HR administration tasks as e.g., maintaining employees' and training data in SAP
- Managing the recruitment process which involves posting job ads, screening applications, interviewing candidates, and ensuring that vacancies are successfully filled
- Being the first point of contact for employees on HR related topics
- Coordinating and participation in HR projects

Your profile

- University degree in Human Resources, Business Administration, or another related area
- Freshly graduated or 1-3 years' experience in HR (preferably in training and/or recruitment)
- Proficiency in MS Office, SAP would be an advantage
- Strong communication, organizational and multi-tasking skills
- Open-minded, dynamic, and proactive attitude
- Fluency in English and German is mandatory, any other language is considered an asset

If you are interested in this role, please send your application via our [career page](#).

For further information please check our website www.iee-sensing.com.

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