

HR Administrator -German Speaking -(m/f/d) - 100% remote

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Company: EU Tech Chamber

Location: Pakistan

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Full Time

Pakistan

Remote

With Professional Experience

4/14/24

The European Technology Chamber is a registered NGO that enables European companies to use their technologies for the benefit of Europe and mankind - following our vision Technology obliges. As Europe's leading tech network, we are constantly enlarging our team to serve our network even better.

We are currently building our team and now searching for

HR Administrator - German Speaking (m/f/d) - 100% remote

Your daily tasks:

Manage HR Administrative tasks and day-to-day operations.

Assist in payroll process to ensure accurate and timely processing of employee salaries and related transactions.

Address payroll inquiries from employees.

Handle basic employee relations matters.

Maintain and update employee documentation records, including employee contracts

What we are looking for:

Must have bachelor's degree preferably in HR or business administration or German Linguistics.

3+ years of experience in corporate sector primarily in coordination roles.

Flexibility to work remotely and in an international team environment.

Much be TECH Savvy (hands-on experience in using project management tool or CRM software, MS Office Word/Excel/PPT)

Very good German Language Skills are mandatory, and a ~~good~~ ^{solid} English Language skills

We offer:

We stand for the vision of a better and more sustainable world - hand in hand with European technology companies. With the personalities who are active in our organization worldwide, you create a great network and inspiration for your daily work - also for your personal future. So, you get the chance to grow with us and the whole EU Tech Chamber. Our offer is a role in a fast-moving international organization. If you are looking for an activity with meaning and real impact in a fast growing and truly international organization, apply now with your resume.

You can find more information about us at www.eutech.org

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