

Joboffer dated from 01/11/2019

HR Coordinator (f/m)

Field:	Legal / Human Resources
Type of employment:	Full-time
Entry date:	immediately
Salary:	negotiable
Zip Code / Place:	10997 Berlin
Country:	Germany

Company data

Company:	YAGER Development GmbH
Street address:	Pfuelstr. 5
Zip Code / Place:	10997 Berlin



Contact Person

Name:	Human Resources
Position:	
Street address:	Pfuelstr. 5
Zip Code / Place:	10997 Berlin
E-mail:	contact-hr@yager.de



Job description

Become part of our international team and support the Human Resources Department in the processing of all administrative HR tasks and in the recruitment of new employees.



Responsibilities

- Administrative HR

- Oversee and maintain all administration for the full employee life cycle
- Support and provide information for employees
- Provide and coordinate data for payroll

Games-Career.com is a service provided by:

- Recruitment

- Management of application process
- Supervision of the recruitment process for creative and technical vacancies
- Participation and planning of recruitment events
- Support and development of social networks (Xing, LinkedIn, Facebook, Twitter)

- Participation in HR projects

- Design and organization of efficient processes in areas of responsibility



Qualifications

- 3+ years of work experience in Human Resources
- University degree (or equivalent experience) in HR, Business or a related field
- High proficiency in MS-Office, particular Excel and Word
- Excellent communication skills in German and English, both verbally and in writing
- Strong attention to detail and organizational skills
- Knowledge of the German labor law



Employment details

- Full-time
- Status: employment
- Start: asap



Benefits

We support you all the way

- Relocation bonus and ongoing support and assistance
- Occupational pension scheme



We care about your well-being

- Flexible working hours
- Fresh fruit and vegetables every day
-

Games-Career.com is a service provided by:

- Hot and cold beverages of your choice
- In-house massage

☐

We encourage continuous learning

- Extensive games/books library
- Dedicated Talent Development Manager
- Participation at various game conferences

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We know how to have fun

- A variety of exciting Team Events
- Summer and Christmas Party
- Beer and soft drinks for Friday meetings

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Join our Team!

If this sounds like you, and you love to work in a creative environment with people passionate about their work, please send us your application using our [online form](#).

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