



careers@ndieurope.com

Be Different. Be Better.

HR Business Partner with focus on recruiting (w/m/d)



Professionelles Onboarding



Gute Work-Life-Balance



Mobiles Arbeiten

FRAGEN?

07732 82 34 - 144

www.ndieurope.com



Innovation in therapy and diagnosis - that is what we are committed to.

Leading medical technology companies worldwide rely on our 3D tracking technology – we have been the global market leader in this field for over 20 years. Our expertise as an innovative high-tech company for the realization of modern, digital solutions in medical application fields is a central component of our success.

INSIDE

People work for NDI at four locations worldwide. The cultural diversity in our globally active company and the demands of the high-tech medical industry make for a stimulating work environment. The knowledge, enthusiasm and experience of our employees are essential to our success. And everyone knows everyone by name – including our colleagues in Canada, the USA and Hong Kong. We trust each other, are honest with each other and can celebrate with each other. And we do it across hierarchies – that's what makes work fun!

Out of 3 people in Human Resources should now become 4! Space for your own ideas, responsibility and a great deal of involvement - that's what you'll find at NDI Europe:

TASKS

- The focus of this position is on our recruiting: applicant management, telephone interviews, job interviews and onboarding – you also enjoy doing this!
- The other tasks are varied: from employment contracts to certificates - you will routinely handle all administrative tasks in HR and support our employees with questions on these topics
- You are a competent contact person for our external payroll office and also work hand in hand with all other external partners
- Structure, but also creativity is important to you - so we can optimize our HR processes together and turn new ideas and projects into reality

PROFILE

- You are very familiar with HR because you already have several years of experience in HR work in SMEs - the basis for your knowledge was a commercial apprenticeship or a business degree with a focus on HR
- You can quickly familiarize yourself with new software (HR and time recording) and are happy to take responsibility for maintaining the data and answering users' questions together with a colleague
- You have a good command of German and English to be able to communicate with our colleagues in the USA and Canada
- Otherwise, of course, we are looking for: a strong communicator, empathetic, discreet, diplomatic, diligent, reliable and humorous