

Welcome to the future of solar lighting, welcome to hei!

hei is an Austrian company, established in 2001 and based in Vienna, specialising in creating cutting edge solar outdoor lighting. We emphasis aesthetic, technical and practical excellence in every part of our business, working together to create a premium quality product. We are proud to have products installed across the globe, from the USA through Europe to the UAE. We also pride ourselves on the highly diverse nature of our colleagues, with over 15 nationalities being represented in our 40 employees!

We are currently looking to enhance and expand our team, with the addition of

Human Resources Generalist (m/f/d)

Quick facts

- Location – Central Vienna
- Working language – English / German
- Dress code – Casual / Smart Casual
- Your own desk, no hot-desking here!

Your tasks

- Oversee full-cycle of recruitment efforts
- Develop and oversee new hire orientation, onboarding efforts and employee termination process
- Assist with payroll and benefits administration
- Ensures compliance with company policies and procedures and legal responsibilities

Your profile

- Bachelor's degree or equivalent experience in Business, Human Resources, or related area
- Minimum 3 years' of experience working in Human Resources
- Strong interpersonal and communication skills
- Excellent spoken and written English; good spoken German

Why you should apply

- A varied range of work in a highly dynamic growth market
- Innovative, unique, environmental-friendly products with high market potential
- An ambitious and interdisciplinary team with a flat hierarchy
- Appropriate remuneration
- Excellent personal development opportunities

The minimum annual salary (based on the Austrian Collective Agreement) amounts to € 36,000. The actual salary is higher and is aligned to professional experience and qualification.

The application process

To apply please send **one document containing your CV, and a short covering letter** detailing why hei appeals to you and what skills you can bring to us to recruitment@hei.at.

Once received, please allow us approximately two weeks to review your application. If we see you as being a good fit, we will arrange an in-person or skype interview depending on your local availability.

From then we will evaluate your interview performance and invite you for a second follow-up interview to further get to know you and to give you a chance to meet the team.

Following a successful interview an offer is usually made!

We look forward to receiving your application!

HEI Technology International GmbH, Ameisgasse 65, A-1140 Vienna, Austria.