

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, photovoltaic modules and solar powered Smart City / IoT applications. We emphasis aesthetic, technical and practical excellence in every part of our business, working together to create premium quality products. We are proud to have products installed across the globe, from the U.S.A. through Europe to the U.A.E. We also pride ourselves on the highly diverse nature of our colleagues, with over 15 nationalities being represented in our 40 employees!

To enhance our team, we are looking for a

Recruiting and HR-Administration Specialist (m/f/d) part time to full time (starting at 25 hours a week)

to join our company as soon as possible. The candidate is responsible for recruiting new employees for the company and is responsible for personnel administration throughout the entire employee life cycle

YOUR RESPONSIBILITIES:

- Recruitment of international new employees in coordination with the managers incl. contract preparation & onboarding
- Contact person to external payroll accounting
- Management of the personnel file and ongoing personnel administration from entry to exit
- Contact person for employees and management in matters of labour law and organisation

YOUR QUALIFICATION & SKILLS:

- At least three years' experience in a similar position Know-how regarding tools for the creation of drawings for manuals
- Relevant further training with a focus on HR is an advantage
- Excellent teamwork and communication skills
- Good knowledge of Austrian labour law and basic knowledge of payroll accounting
- Very good knowledge of German and English, both written and spoken

WHAT WE OFER:

- Possibility of further development to become an HR generalist
- Possibility of partial homeoffice
- Unique, environmentally friendly products with high market potential
- Committed, interdisciplinary, international team with a flat hierarchy
- Excellent personal development opportunities

The minimum yearly salary (based on the Collective Agreement) amounts to € 32.000. The actual salary is aligned to professional experience and qualification.

THE APPLICATION PROCESS:

If you are interested in this challenging and varied position, we look forward to receiving your detailed application!

To apply please send one document containing your CV, and a short covering letter to recruitment@hei.at. Please allow approximately two weeks for us to respond to your application

We look forward to receiving your application!

hei Technology International GmbH, Ameisgasse 65, 1140 Vienna, Austria