

HR Specialist (m/f/x)

from 20 hours/week to full-time

 Deutsch

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A platform with strong local teams on the ground in all its core Western and Eastern European markets: large-scale developer with 40 years of experience in the renewable energy sector. As a developer, operator and investor, the company focuses on solar PV, wind, hydro and storage. Currently, RP Global is developing 13 GW(p). The company's headquarters are in Vienna, Austria and Madrid, Spain. The team in Vienna is looking for support.

Arbeitszeit: Vollzeit

Ort: W

Your tasks:

- Supporting the HR Manager in all administrative matters on an international level
- Responsibility for applicant management
- Interface to payroll accounting
- Administration, contract management and support of entries and exits in the operating countries
- Dispatch and filing of documents and data maintenance
- Processing data and preparing presentations

Your profile:

- Completed vocational education or ongoing studies with HR focus
- First professional experience in a comparable role
- Good MS Office skills
- Excellent written and spoken English, another language is a great advantage
- Open personality with good communication and teamwork skills
- Reliability and ability to work independently

Offer:

- A committed international environment in an exciting industry
- Flexible working hours within the framework of part-time work
- Possibility of development and independence in subject areas
- JobTicket
- Team events within Europe
- Free German language classes
- Annual gross salary from EUR 35,000 on a full-time basis, depending on qualifications and experience

Leistungen



Monatliche Gehaltsspanne

€ 2.500

Mindestgehalt

Überzahlung lt. Qualifikation möglich

Ansprechpartner



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