



# INTERNATIONAL SCHOOL OF HAMBURG

## **HR Officer (Ref. Code 2021-056)**

### **Position Summary:**

HR Officer

### **Responsibilities:**

- Work closely with the Human Resources Manager
- Take over relocation relevant tasks if applicable (work permit, housing search etc.)
- Support employees in HR-relevant topics
- Preparation and follow-up of wages & salaries
- Participation in the preparation of HR related contracts, agreements, and certificates
- Maintain HR lists, e.g. of staff, substitutes, absentees and vacation days
- Handling of speculative applications with the HR Manager
- Provide employee support with HVV transportation cards
- Participation in HR projects
- Continual maintenance and development of the use of the employee database systems

### **Qualifications:**

Applicants must have either a completed vocational training as HR officer or current professional experience in the HR area. Above average computer skills are necessary. Language proficiency in English and German is expected. Willingness as to constant learning is essential. Both team spirit and independent work are important to us.

### **Terms of Employment:**

- Starting date is as early as possible
- The position is initially limited for 2 years
- The position is a full-time position, 37,5 hours/week
- Non Teacher Scale 3

Interested applicants should send a letter of interest with a current CV indicating the above-mentioned position including reference code to [HR@ishamburg.org](mailto:HR@ishamburg.org)