



We are an experienced, traditional and owner-managed company in the middle of Germany. Development and production of a wide range of bicycles for all target groups is our mission and commitment to urban mobility.

Would you like to gain practical experience in human resources? To support our HR team, we are looking for a

## **Trainee (m/f/d)**

### Human Resources Department

#### **Job description**

- Support in personnel administration, especially in the area of mentoring, recruiting, applicant selection management and preliminary payroll accounting
- Supervision of a project in the field of time management up to its implementation maturity
- Support in reporting and reporting processes
- Collaboration with the IT department on issues related to the realization of HR requirements in HR systems

#### **Your profile**

- Bachelor or Master student in economics, human resources management or similar studies
- First experience in HR and knowledge of labour law are beneficial
- Detailed and structured way of working
- Keen perception and reliable handling of standard software (especially Excel, Word, Power Point) as well as willingness to learn new tools
- Very good knowledge of German language in spoken and written is compulsory
- Prerequisite condition for the practical training is a matriculation at university or at university of applied sciences

Are you interested? Please send your application preferably online (only in pdf-format) including your complete documents (curriculum vitae indicating your nationality, certificate of matriculation, current grades, relevant certificates, proof of compulsory practical courses and proof of the standard period of study). If you are a citizen of a country outside the European Economic Area, please add your residence permit respectively your work permit.

#### **Sachsenring Bike Manufaktur GmbH**

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