



To expand our team we are looking for a **Human Resources Consultant (m/f/x) in full-time or part-time**

Location: Stuttgart

Our offer

- The chance to play an active part in planning a sustainably designed environment
- Challenging assignments in an office with a team-based, interdisciplinary structure
- A permanent contract with long-term future prospects
- Opportunities for personal development and advancement within a global network
- Climate-friendly transport incentives (e.g. company bicycles and travel tickets)
- An office in an attractive location with excellent public transport links
- Contribution to the pension plan, sporting activities and several annual team events

Your responsibilities

- Supporting personnel marketing (job postings, applicant correspondence)
- Supporting entry and exit processes
- Maintaining time recording and vacation administration
- Preparing and following up on training sessions and employee meetings
- Digitalizing of personnel files
- Preparatory tasks and support in payroll processing
- Serving as a contact person for employees and managers on all personnel-related questions

Your profile

- You'll have successfully completed your commercial apprenticeship or a degree in business administration with a focus on human resources
- You have initial experience in human resources
- You're proficient in MS Office and have ideally knowledge of MS Dynamics (NAV)
- You have a very good command of German and English
- Your way of working is reliable and independent
- You enjoy dealing with people and working in a team

Werner Sobek is internationally synonymous with engineering, design, and sustainability. Our company is home to more than 400 employees and is represented on several continents. Our work is renowned for exceptional design based on outstanding engineering and integral concepts that minimise emissions and the consumption of energy and materials.

We look forward to receiving your application along with an indication of your salary expectations and your preferred starting date. If you have any questions, please do not hesitate to get in touch.

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