

Recruitment (part-time with the possibility of later working full-time, remote and flexible working hours)

We are looking for a motivated person for administrative and recruiting tasks to support our team and help us attract top talent.

This position offers flexible hours and the ability to work remotely. The position is initially part-time, with the possibility of converting it into a full-time position in the future.

Your tasks:

- Managing the recruitment process, publishing job advertisements on the Internet, assisting in candidate selection, etc.
- Management of the applicant database and documentation, assistance with interviews
- Assist Human Resources with administrative tasks

Your profile:

- Completed studies in business administration, teacher training, social sciences or technical studies. Good knowledge of English is required, knowledge of German is desirable
- Good organizational and communication skills

We offer:

- A part-time position with the possibility of moving to a full-time position
- Flexible working hours to support a good work-life balance
- Remote work,
- An international and dynamic working environment with growth opportunities
- High success bonus

Send your CV at: w.erchinger@iaw-germany.de