



Team up with us! Vincotech, a group company within the Mitsubishi Electric Corporation, is a market leader and reliable partner in power modules. The enterprise develops and manufactures high-quality electronic power components for motion control, renewable energy, and power supply applications.

Headquartered in Unterhaching near Munich, Germany, Vincotech also owns and operates a production site in Bicske, Hungary, and maintains sales offices around the world. With some 800 employees worldwide, Vincotech delivers off-the-shelf products and application-specific solutions with utmost empathy for customers' needs – fast and flexible.

To reinforce our HR team based just southeast of Munich, we are seeking a

HR ASSISTANT [all genders]

Your skills are in demand. We need you to:

- / Provide clerical and administrative support to Human Resources executives
- / Help create and optimize HR processes
- / Play an active role in application management
- / Assist in payroll preparation by providing relevant data [absences, bonuses, leave, etc.]
- / Compile and update employee records [hard and soft copies]
- / Organize and handle administrative tasks related to training
- / Conduct the admin aspects of employee on-/off-boarding
- / Serve as the contact person for health & safety matters
- / Prepare reports and statistics relating to personnel activities [staffing, recruitment, training, performance evaluations, etc.]
- / Handle employee inquiries about human resources issues, rules and regulations
- / Take part in HR projects and provide administrative support

Your credentials are persuasive. You have:

- / A vocational training degree in business administration/secretarial studies or an HR-related bachelor's degree and at least one year experience in HR admin
- / The willingness to develop enduring relationships with colleagues and learn in a fast-moving environment
- / The ability to act swiftly in response to urgent matters and to identify and prioritize tasks
- / Very good MS-Office skills [Word, Excel, PowerPoint]
- / Excellent German and English skills

Your are:

- / A team player with excellent interpersonal communication and organizational skills
- / Absolutely discreet and reliable
- / Open-minded and straightforward

We walk the talk. We offer an opportunity for you to:

- / Team up with dynamic and energetic international professionals in a challenging and knowledge-sharing environment
- / Enjoy and promote diversity in our multicultural teams
- / Never stop learning

We welcome your application and look forward to discussing how Vincotech can become your next career choice!

Vincotech GmbH

Biberger Straße 93 | 82008 Unterhaching | Germany
T +49 89 878 067-220 | recruiting@vincotech.com

www.vincotech.com



EMPOWERING YOUR IDEAS

Vincotech