



<https://www.sf.com/job/hr-manager-m-w-d-in-teilzeit/>

## HR Manager (m/w/d) part-time

### Your Job

- In your role as HR Manager / Personnel Officer (m/f/d), you will actively shape the collaboration and culture of Software Factory.
- You will develop new or optimize existing processes and employee offers.
- You are responsible for the entire recruiting process from job advertisement to contract signing and accompany the onboarding into the team.
- You are the first point of contact for our managing directors, managers and employees in all HR-related matters.
- HR management and support throughout the entire employee life cycle for interns, trainees, students, employees and freelancers.
- HR marketing and designing employer branding measures in close cooperation with Marketing.
- Your tasks will also include general administrative activities, drawing up contracts and agreements and preparing payroll accounting.
- As part of personnel development, you will be responsible for selecting and organizing further training measures.
- As a safety officer, you will also be responsible for occupational health and safety.

### Your Benefits

- Flexible working time models with mobile office option
- 32 days annual leave
- Long-term perspective with exciting tasks
- Strong and open team
- Actively involved and supportive CEOs
- Many opportunities to help shape the company
- Freedom for personal and professional development
- Modern, spacious office with a great roof terrace and beach chair
- Regular events
- Many attractive benefits – free drinks, food discounts, fitness, free parking and much more.

### Your Know-how

- You have completed commercial training and ideally have successfully completed further training to become a certified HR specialist. Alternatively, you may have a degree with a focus on HR or a comparable qualification.
- You see yourself as an all-rounder in HR and appreciate a healthy mix of operational, administrative and strategic HR work as well as a focus on IT recruiting.
- You like to contribute ideas and get things done. You enjoy designing and optimizing processes and offers.
- You have good people skills and empathy, are a team player and have a talent for organization.
- Good knowledge of labor and social security law as well as business fluent

Software Factory GmbH

### Arbeitspensum

Teilzeit

### Start Anstellung

01.09.2024

### Dauer der Anstellung

unlimited

### Arbeitsort

Parkring 57-59, 85748, Garching, München, Deutschland

### Veröffentlichungsdatum

01.05.2024

German and English round off your profile.

**Your Contact Person**

Lena Full

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