

1921  2021

Human Resources Manager - Employee Care & Support (m/f/d)

We are a dynamic company that places great value on the well-being and satisfaction of our employees. Our HR team plays a central role in this. We aim to support our employees in both professional and personal matters. We firmly believe that satisfied and motivated employees are the key to our success.

Our departments consist of employees from diverse cultures. This diversity enriches our work environment and promotes an inclusive atmosphere.

As part of our team, you will have the opportunity to continuously develop and engage in exciting topics. We offer a variety of training opportunities and support the professional and personal development of our employees. In the position of HR Manager – Employee Care & Support, you will have the chance to actively contribute and be there for your colleagues to create a positive work environment together.

Your tasks

- You are the central contact person for our employees in our Hamburg Office in all personnel matters and ensure that they always feel empathetically and professionally advised
- You are considered a trusted person for our employees and deal discreetly and sensitively with their concerns
- You accompany and advise our domestic and international employees in the various phases of the onboarding and offboarding process. This includes support with finding accommodation, moving, changing schools, dealing with authorities, insurance issues, difficult doctor visits, as well as visa and work permit procedures
- You provide ongoing support to our employees throughout their entire employment period in the Hamburg Office and assist them with personal and professional challenges
- Participation in HR projects and the assumption of administrative tasks are also part of your role to ensure the efficiency and quality of our HR processes
- You work closely with the team in Lübeck on cross-location personnel issues and contribute to the harmonization and optimization of our HR strategies

What you bring along

- A completed commercial apprenticeship or a degree, e.g., in business psychology, social pedagogy, or business administration
- Solid professional experience in the field of human resources or a comparable environment. Several years of practice are essential, and ideally, you bring international experience
- You describe yourself as an open, confident, authentic, and service-oriented personality with a "hands-on" mentality
- Your strong service mentality is evident in your willingness to support our employees outside of regular working hours and to assist them with their concerns
- Strong social competence and empathy in dealing with people of different nationalities and cultures characterize you
- You see yourself as a trusted person and HR service provider who understands the concerns of our employees, recognizes problems and worries early, and actively supports their resolution
- Willingness to support the team in our Lübeck Office if needed
- The position requires very good German & English skills, both written and spoken
- MS Office skills are required

What we offer

- A family-like, diverse, and open company culture
- An international work environment that focuses on teamwork and short decision-making processes, as well as providing space for the realization of your own ideas
- A permanent employment contract as well as a guaranteed 13th salary and vacation pay
- Benefits such as free lunch, a gym subsidy, a job ticket (without personal contribution), and much more

Apply now

Interested?

We look forward to receiving your application with motivational letter, including your earliest possible start date and salary expectations!

If you want to know more about who we are: [Oldendorff](#).

Please contact Stefanie Adler in case of questions.

Oldendorff Carriers does not accept paper applications for online postings.