

HR & General Affairs Assistant (m/f/d)

Daikin Chemicals - Positively Innovative

Since 1933, Daikin Industries has been involved in the research and production of fluorochemicals, and is one of the world's foremost manufacturers of fluorochemical materials today. Daikin's unique expertise is essential to a variety of industrial fields: With world-class technology, we offer a wide range of high quality products with applications in automotive, semiconductors, health care, renewable energy, consumer cookware, wire and cable, textile and fabric treatment, paper and packaging, optics and displays, coatings and more

Assignment

This person is responsible for the assistance of the HR and General Affairs Department in Administration and is supporting all administrative processes in the company and especially HR related processes. The responsibilities of the HR & General Affairs Assistant include maintaining and updating employee records, as well as managing various HR documents and internal databases, such as holiday and leave. The HR & General Affairs Assistant (m/w/d) will be mainly responsible for HR 80% and 20% of the tasks will be dedicated to General Affairs duties. The HR and General Affairs Assistant (m/w/d) will act as the first point of contact to employees and external partners for all HR related queries. As a priority, HR administrators will handle the majority of employee documentation, including preparing contracts, recruitment paperwork and starter packs.

Main responsibilities

HR 80%

- Updating and maintain our HR Database (HRWorks) incl. supporting with the digitalization of our personnel files
- Maintaining employee records
- Ensuring smooth communication and prompt resolution of requests and questions
- Assist in creating policies, processes and documents
- Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides
- Update of Job Descriptions in ISO Matrix
- Maintaining Employee list and office structure overview
- Support in reviewing and renewing company policies and legal compliance
- Support in organization and arrangement of in-house and external training activities for employees

Daikin Chemical Europe GmbH

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Main responsibilities cont.

HR 80%

- Communicating with external partners (e.g. health insurance companies)
- Maintaining employee working time, absence, overtime and vacation of employees
- Preparation of A1 Applications
- Supporting with changes processes

General Affairs 20%

- Coordination of schedules and meetings
- Preparation of business trip and presentations
- Preparation of internal reports for Japanese headquarter
- Order beverages & Coffee for the office incl. fruit baskets
- Willing to travel on a frequent basis to Dortmund
- Substitute of Assistant General Affairs at Dortmund and Düsseldorf office
- helping with various arrangements internally, from travel to processing expenses

Personal Requirements

- Completed studies or apprenticeship with commercial background
- Fluent knowledge of German, confident use of English
- First proven working experience as HR Assistant min. 1 year
- Hands-On Mentality
- Knowledge of HR systems and databases such as HRworks is desirable
- Basic knowledge of labor laws
- Excellent organizational, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships
- Structured and organized way of working as well as a friendly and cordial appearance

Position:

- Place of Work: Daikin Chemical Europe, Düsseldorf, Germany
- Willing to travel to our Innovation Center in Dortmund if required
- Working time: 37.5 hrs per week

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