

HR- Administrative Support (f/m/d)

(TDR04)

📍 Standort: Darmstadt 📄 Anstellungsart(en): Vollzeit 📄 Arbeitszeit: 40 Stunden pro Woche 📄 Gehaltsspektrum: 55000 - 60000 Euro pro Jahr 📅 Beschäftigungsbeginn: ab sofort

#TOPJOB A-TEAM offers you this exciting career opportunity as an **HR- Administrative Support (f/m/d)** with our client, a renowned intergovernmental organization based in **Darmstadt**. This position is available immediately.

Your Duties

- You will provide administrative support to the HR Business Partner team by coordinating appointments, meetings, and agendas and ensuring that actions are followed up on
- You coordinate central HR processes such as performance appraisals, promotions, bonus processes, and recruitment
- You manage recruitment and trainee programs, internships, and student programs
- You organize learning and development activities, book training courses, and coordinate external providers
- You archive personnel files, create HR correspondence, and work with talent management systems
- You support sickness and absence management, prepare correspondence, and coordinate with the medical HR representative
- You create reports and dashboards on HR key figures such as absences, working hours, training, skills, and succession planning
- You deputize for other HR positions in the team

Your Profile

- You have a secondary school diploma and additional HR training or certification is an advantage
- Ideally you have some initial experience in HR, but this is not a prerequisite
- You have good MS Office skills, especially in Excel
- You have good written and spoken English skills
- You enjoy working in a team, are proactive and a strong communicator, and are confident at all levels of the company

Your Benefits

- An attractive annual salary up to €60,000 plus overtime compensation, holiday pay, and Christmas bonus
- A permanent employment contract under the BAP collective agreement
- Access to corporate benefits, including discounts on fitness memberships, travel, electronics, furniture, and more
- Personalized onboarding and support throughout your probationary period
- Individual career coaching and professional development with guidance from an A-TEAM mentor
- A rewarding employee referral program for every successful hire you recommend

Your Contact

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Abteilung(en): Assistenz & Verwaltung, Human Resources

Art(en) des Personalbedarfs: Neubesetzung

[Impressum](#)