



At Carlex, we make more than automotive glass. We make people's lives safer and more comfortable along their journeys. Every day, we unite as a team to deliver quality products and innovative solutions that earn our customer's trust and build lasting relationships.

Carlex Glass is a daughter company of Central Glass, Tokyo, a stock listed corporate entity with 7000 employees worldwide.

Carlex Grevenmacher supplies automotive glass to German premium OEMs. We are the only production plant of Central Glass' automotive business in Europe with about 550 employees. Those are representing our core values: Safety, Customer Focused, Teamwork, Excellence and Trust.

We have an immediate opening for a:

HR Business Partner (M/F)

The Business partner aligns our HR initiatives and functions with business objectives and needs. In addition to the general administrative HR duties, the business partner play an important role in recruiting, people development and consulting employees of different levels in all HR related questions.

Role:

- Provide employee-oriented support in all HR-related matters
- Actively participate in the recruitment process; including job posting, organizing resumes and job applications, sourcing, interviewing
- Actively participate in the Learning & Development activities
- Support the HR Manager in carrying out and setting up HR projects stemming from the HR strategy given by management
- Ensure policy adherence and government compliance
- Record management, preparing payroll and maintaining the HR database systems
- Compile reports and spreadsheets
- Participate in cross department HR-related projects and initiatives
- contact with state agencies in managing files for ADEM, ACD, "commission mixte" etc.
- various correspondence

Profile:

- Bachelor's degree in human resources or related discipline
- Minimum 5 years of work experience in a similar role in Luxembourg
- Strong knowledge of the Luxembourgish social security system and labor law
- Experience in payroll preparation is a strong asset
- Experience in Learning & Development is an advantage
- Dynamic, proactive approach and ability to work effectively in high-pressure situations

- High ethical value in maintaining confidentiality, integrity and trust
- Strong communication, presentation and collaboration skills
- Strong organization, prioritization, time-management, multi-tasking skills
- Passion for maintaining a safe, positive and productive work environment
- Self-starter with the desire to learn and thrive in a fast-paced environment
- Very good command of MS Office applications (Word, Excel, PowerPoint)
- Knowledge of HR-related applications are considered as an asset (e.g. DSK, Gesper)
- Fluent in English, German and French
- Excellent writing skills in French

The selected candidates will be offered:

- A challenging opportunity to progress within a growing company
- A pleasant working climate, favoring autonomy and personal initiative
- Increasing amounts of responsibility, in relation to experience and capability
- An attractive salary package, commensurate to achievements

Interested? Please send your application and CV to

Silke BREUER

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