



JUNIOR HR ADMINISTRATOR (M/F/D)

Located in Bissen / Luxembourg

Your responsibilities

- Supporting the HR department with administration and payroll related matters (time management, salary preparations, temporary contractors)
- Establishing and maintaining personnel files in SAP, the payroll and time management system
- Being the first point of contacts for staff members for HR related questions
- Maintaining filing systems and archiving documents
- Creating statistics and evaluations, and supporting the department management with projects

Your profile

- Completed commercial training or studies in a related field
- Ideally first professional experience in HR administration
- A sound knowledge of labour law, social insurance, and taxation topics
- First experience with SAP or an equivalent ERP system would be considered an asset
- Proficiency in MS Office 365
- Strong communication and organizational skills
- Service-oriented personality, a positive “can do” attitude and team spirit
- Multitasking skills with attention to detail and accuracy
- Fluency in English (spoken and written) and German, French or any other language is considered an asset

If you are interested in this role, please send your application via our [career page](#).

For further information please check our website www.iee-sensing.com.

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