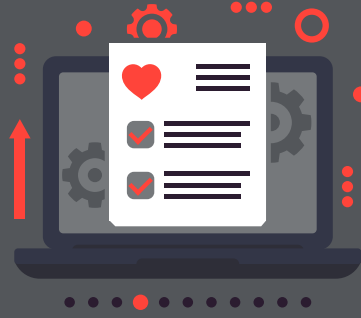


WE ARE HIRING:

# HR ADMINISTRATIVE ASSISTANT

(d/f/m) full time or part time



ARE YOU A CHECKER?

## INNOVATE DIGITAL MARKETING

**In the heart of downtown Cologne**, we jointly develop exciting and sophisticated software for ourselves and our international customers. Versatile projects, innovative challenges, the development of our own products - a digital world that we create every day in our team with over 75 cool heads. We are looking forward to your support as HR Administrative Assistant!

### YOUR TASKS:

- » HR Management Assistance
- » Regular control & documentation in our ERP system as well as support in data management
- » Support in internal HR projects
- » Preparation of reports, evaluations and statistics
- » Development of digital documentation
- » File management and filing in the personnel area

### YOUR PROFILE:

#### Hard Skills

- » Completed commercial vocational training and/or studies in the field of business administration/human resources
- » Professional experience in a similar function, ideally in the field of human resources
- » Experience in ERP systems and/or digital tools
- » Very confident handling of MS Office (especially Excel)
- » Very good written and spoken German and English

#### Soft Skills

- » Strong communication skills and assertiveness
- » Enjoy administrative work and modern technologies
- » Very conscientious, structured and independent way of working
- » Discretion in connection with confidential personnel data
- » Motivation and reliability
- » Teamwork and empathy
- » Intercultural competence

### WE OFFER YOU:

- » A great work atmosphere with an open, appreciative corporate culture
- » Flat hierarchies, direct communication channels and a great team with heart & humour
- » Exciting and diverse tasks in an international work environment
- » Long-term career prospects and diverse development opportunities
- » Many retreats in our themed focus, relaxation and gaming rooms
- » An awesome and comfy office in downtown cologne
- » Flexible working hours, home office and modern hardware/MacBook
- » Mentor program for Newbies
- » Public transport job ticket, fresh fruit, coffee, cocoa, water, tea...



Interested in getting to know us? We are looking forward to your application including your desired weekly working hours, your salary expectations and your possible starting date.

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