

JOB DESCRIPTION

JOB TITLE	HR Specialist (m/f/d) - Office Management
DEPARTMENT	Human Resource
REPORTING TO	Manager Human Resources
LOCATION	Bexbach, Germany
HOURS OF WORK	40 hours/week
JOB PURPOSE	The HR Specialist (m/f/d) – Office Management supports HR Business Partners in daily operational HR tasks and ensures smooth office management processes, contributing to an efficient organization and a positive employee experience.

KEY RESPONSIBILITIES

- Act as operational support for HR Business Partners across the full employee lifecycle
- Prepare and maintain HR documents (e.g. contracts, amendments, references and certificates) with accuracy and confidentiality
- Support recruitment activities and manage applicant coordination throughout the hiring process
- Contribute to a smooth onboarding experience for new employees
- Manage employee data and support time & attendance administration (e.g. BedaTime / CompuTime), including absence tracking
- Assist in payroll preparation through data validation and close coordination with relevant stakeholders
- Support employee engagement initiatives, internal programs and HR projects
- Plan and coordinate internal events, meetings and company activities
- Handle HR-related communication across different channels (email, phone, written correspondence)
- Organize meetings, room bookings and calendar coordination to ensure efficient workflows
- Coordinate external service providers and maintain smooth collaboration with facility-related partners
- Support administrative topics such as employee anniversaries, fuel cards and general HR operations
- Contribute to continuous improvement of HR processes and daily office organization

QUALIFICATIONS & EXPERIENCE

- University degree in Human Resources Management, Business Administration, Business Psychology, or a comparable field; alternatively, a completed commercial apprenticeship combined with relevant experience in Human Resources
- Strong sense of discretion and confidentiality, with the ability to work independently, in a structured and service-oriented manner
- Team-oriented, reliable and well-organized, with a high level of self-motivation
- Strong interpersonal, communication and problem-solving skills, combined with a professional and friendly demeanor

- Very good command of MS Office (Outlook, Word, Excel, PowerPoint)
- Experience with HR systems (e.g. time & attendance tools) is an advantage
- Enjoyment of working in a dynamic and agile environment
- Very good written and spoken German and English skills

WHAT WE OFFER

- A diverse and responsible role with comprehensive onboarding in a dedicated team and an appreciative working environment
- Individual career and development opportunities within an internationally successful company
- Company pension scheme
- Free beverages (water and coffee)
- Employee discounts on company products
- Regular employee and company events to foster team spirit and collaboration

Join us and help shape the future of HR at KD Pharma and make a real difference in the employee experience. We look forward to receiving your application at [**hr@kd-pharma.com**](mailto:hr@kd-pharma.com)