

## HR Working Student with German (f/m/d)

- **Entry level:**Working Student
- **Location:**Cluj-Napoca
- **Organization:**Porsche Engineering
- **Part time:** 4h-day

### Tasks

We are looking for a detail oriented, self-motivated and fast learner HR student, willing to take up challenging HR administrative tasks and outsourcing related activities.

- You are focusing mainly on outsourcing related activities from Germany
- You make sure that all HR documents are signed and filed in accordance with the legislation and ISO 9001 requirements
- You are keeping close contact with the colleagues from Germany regarding the job postings and other outsourcing tasks
- You are assisting any other HR administrative tasks that might come up in the department

### Qualifications

- Ongoing Bachelor's or Master's studies in Economics, Business Administration, Finance or an equivalent education
- You have good working knowledge of MS Office, especially Excel
- You have detail and process oriented thinking with strong focus on continuous improvement
- You speak both German and English very well
- You're a team player with a service-oriented working style, and as a self-confident person, you always have an eye for the essentials

**Contact person for the job:** Octavia Lenghel

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