

# HR Jr. Specialist (m/f/d) (Hankook Tire Europe)

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Hankook Tire manufactures globally innovative, award-winning radial tires of proven superior quality for passenger cars, light trucks, SUVs, RVs, trucks, and buses as well as motorsports (circuit racing/rallies). Hankook Tire's European Headquarters is located in Neu-Isenburg near Frankfurt am Main in Germany. The manufacturer operates further branches in Czech Republic, France, Germany, Hungary, Italy, the Netherlands, Poland, Russia, Spain, Sweden, Turkey, UK, and Ukraine. Hankook products are sold directly through regional distributors in other local markets. Hankook Tire employs approximately 20,000 people worldwide and is selling its products in over 180 countries. Internationally leading car manufacturers rely on tires made by Hankook for their original equipment. Approximately 30 percent of the company's global sales are generated within theWorld (DJSI World) since 2016.

## **Hankook Tire Europe GmbH is searching for HR Jr. Specialist (m/f/d)**

### **Your tasks:**

- Maintenance of our HR Information systems such as working time system, SAP HR Master Data, and our international HR platforms
- Provide administrative support to our HR Team
- Accurately processing payroll and ensuring compliance with payroll regulations.
- Managing employee benefits programs and support with company events
- Act as the on-site contact for employees regarding operational and administrative matters.
- Provide professional support to line managers in all aspects of personnel management and German labor law.
- Active support with international HR projects and initiatives

### **Our requirements:**

- Initial experience in human resources, especially payroll is plus.
- Strong team player with flexibility and ability to work under pressure.
- Good knowledge of MS Office (especially Excel).
- Open-minded and willing to work in an international work environment.
- Proactive, hands-on approach to problem solving.
- Fluent in both written and spoken English and German.
- Eagerness to grow into a well-rounded HR Generalist

### **We Offer:**

- Become a valued member of our motivated, diverse team.
- Enjoy flexible working hours and 30 days of annual leave.
- Access comprehensive in-house and external training opportunities.
- Receive a daily food voucher for every workday.
- Take advantage of significant discounts on Hankook products.

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## Additional information

Location	<b>Neu-Isenburg</b>
Position type	<b>Full-time employee</b>
Start of work	<b>Jul 1, 2025</b>

## Responsible

HR Recruiting