

HR Graduate – HR Trainee (m/w/d)

NDT Global is the leading supplier of ultrasonic pipeline inspection, acoustic resonance technology (ART), and advanced data analytics. A state-of-the-art inspection fleet provides the entire inline inspection (ILI) service spectrum for gas and liquid pipelines. The full range of services includes crack, metal loss, geometry, and mapping inspection, in combination with data analysis and integrity assessments. First run success, best data quality and rapid report delivery are its key benchmarks. A skilled engineering and project management team, complemented by one of the best data analysis teams in the industry, has inspected and analyzed pipelines worldwide. The company has 14 offices around the world.

Location: Stutensee (Karlsruhe Region)

Career Level: Graduate, Entry level

Responsibilities

The goal of the HR Graduate is to deliver excellent customer service and support to the business by promoting People & Culture (P&C) programs and incentives and providing human resources guidance in accordance with statutory requirements and Company standards. The positions will have both local and global administrative and strategic responsibilities

- Handle all P&C related administration and record keeping, including verification of employment letters, benefits/pension letters, personnel request forms and salary changes forms
- Partners with employees and managers to communicate and advise on various P&C policies, procedures, and programs, including updating and maintaining the policies
- Facilitates training to staff such as performance management, soft skills and HRIS
- Provides support in case managing discipline, grievance and counselling issues while ensuring all company procedures are adhered to and all actions are fair and compliant
- Maintain P&C systems and compile reports from database while ensuring data integrity and auditing for accuracy
- Provides support and proposes improvements in projects on a local and global level

Requirements

- A Diploma in Human Resources, Management, Business/Commerce or related education is required
- Internships, working student role or similar experience in the field of Human Resources Management is an advantage
- First experience with HRIS systems or HR related systems is a plus
- Must be proficient in spoken and written English
- Ability to balance different stakeholder needs and to find a positive solution

Benefits

- Permanent employment contracts, an attractive salary system and an attractive holiday entitlement
- Flexible working hours: Our flextime model allows you to design your working day as it suits your needs
- We think about the future: Individual training and development opportunities
- International, intercultural and collegial working environment

Interested

Please apply by using our application form on <https://ndt-global.onapply.de/>

For further information you can contact our Talent Sourcing Team by email career@ndt-global.com.

We look forward to receiving your application!

