

+ BE YOURSELF – BECAUSE THAT’S HOW WE WANT YOU TO +

At Anexia, we take responsibility for all the **challenges of the digital world** – each and every day. That’s because we see ourselves as the **“Digital Transformation Engine”**. And how do we succeed in this mission? It’s simple. We are a family of facilitators with innovative ideas. We’re capable of, want to, and allowed to make things happen. That’s what makes us so unique! Do you want to be a part of our digital revolution and make history with us? **#joinourrevolution**

HR GENERALIST:IN

Vienna, Graz, Klagenfurt | full time

In a growing IT company, good HR work isn't a side note — it's the foundation for sustainable success. As HR Generalist, you'll take on a central role, with real responsibility, room to shape processes, and direct connections across all areas of the company. If you want to actively help shape HR rather than just administer it, you're exactly who we're looking for!

#PROFILE



- You support the administrative HR processes across the entire employee life cycle – from onboarding to offboarding
- You manage the entire contract lifecycle: from drafting employment contracts and other HR-related documents to clarifying labor law questions
- You advise and support our employees and managers and handle tax- and social security-related inquiries
- You prepare monthly payroll
- You proactively contribute to HR projects and drive process improvements



#WANTED

- Completed education with a focus on HR (e.g. HR-specific training program, business/commercial school, or degree with an HR focus)
- Several years of experience in a comparable role, along with solid knowledge of Austrian labor law
- Knowledge of the IT collective bargaining agreement (IT-KV) as well as experience working with the works council is a plus
- Strong communication and advisory skills, along with an independent, structured way of working
- Knowledge of payroll accounting is a plus
- Excellent German and good English skills, written and spoken

#REWARD

Anexia grew up as a family, and with our growth strategy, we intend to keep it that way. We like to take responsibility, respect one another, and we know that we can achieve whatever we put our minds to. We look after Anexia, and Anexia looks after us. Enthusiasm, experience, and competence count, so you can expect a fair salary and numerous benefits.

salary range



Our benefits



We are more than just a workplace. Therefore, we offer our employees many benefits (which partly depend on your position and location): good transport connections and flexible working hours. Period. Not to mention further training, a mentoring program, free parking, a mobile phone and notebook, snacks and drinks, company cars, employee events, a fun corner, ...

#JOINOURREVOLUTION

APPLY NOW

#ABOUT

Anexia is offering high-quality and individual cloud- and managed hosting solutions as well as individual software and app development. Anexia is also running its own, independent data centers. Founded in 2006, Anexia is headquartered in Klagenfurt and has offices in Vienna, Graz, Karlsruhe, Nuremberg and New York City. The company serves numerous international customers.



Over 350 employees at more than 5 office locations in Austria, Germany and the USA



We are ISO-certified and have had a "very good credit rating" for years



Customers such as Lufthansa, McDonalds, TeamViewer, and many more trust in our quality

anexia

netcup[®]

 **TELEMATICA**

DATASIX
DATACENTER

You have questions?

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