

+ 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**

JUNIOR HR GENERALIST:IN

Karlsruhe | full time

Do you thrive on challenges and want to show what you're capable of? Are you eager to learn and grow through exciting responsibilities? If a service-oriented mindset and proactive approach come naturally to you, then you're exactly who we're looking for!

#PROFILE



- Providing support and guidance to employees on all HR-related matters as part of our 11-member HR team
- Contributing to the entire employee life cycle – from onboarding to offboarding
- Preparing HR-related documents and handling tax and social security inquiries following thorough onboarding
- Assisting in the preparation of monthly payroll
- Maintaining and managing employee data and personnel files
- Processing vacation requests and employee absences

#WANTED



- Completed education or university degree, preferably with a focus on human resources or business administration
- Initial experience in HR is a plus, but not a requirement
- Independent and responsible way of working
- Strong interpersonal skills and sensitivity in dealing with employees
- Team player with a hands-on mentality
- Affinity for IT is an advantage
- Excellent written and spoken German and English skills

#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



min. 36.000€

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



You have questions?

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