



## JUNIOR HR ADMINISTRATOR (M/F/D)

Located in Bissen / Luxembourg

### Your responsibilities

- Supporting the HR Department in payroll related matters (time management, salaries, temporary contractors)
- Establishing and maintaining personnel files in SAP, the payroll and time management system
- Maintaining filing systems and archiving documents
- Creating statistics and evaluations
- Being the first point of contacts for staff members for HR related questions
- Supporting the department management with projects

### Your profile

- Completed commercial training or studies in a related field
- Ideally first professional experience in payroll activities in Luxembourg
- A sound knowledge of labour law, social insurance, and taxation topics
- First experience with SAP or an equivalent ERP system would be considered as an asset
- Excellent analytical and problem-solving skills
- Service-oriented personality, a positive “can do” attitude
- Creativity, team spirit and a pro-active attitude
- Fluency in English (spoken and written) and German or French

If you are interested in this role, please send your application via our [career page](#).

For further information please check our website [www.iee-sensing.com](http://www.iee-sensing.com).

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