

Company

Our client is an international China-based solar company that designs, produces and sells PV modules worldwide, listed in U.S stock market

Job Title

HR&Admin Specialist

Report to

HR Manager based in Zurich, Switzerland

Department

HR Department

Responsibilities:

- 1) Responsible for the recruitment affairs in Germany and Europe.
- 2) Responsible for social security, personal tax, reimbursing and labor contract affairs.
- 3) Responsible for new staff training.

Requirements

- 1) About 1 year working experience in HR field, solar industry is preferred.
- 2) Having experience in payroll and employee contract.
- 3) Fluent in English.

Location:

Munich, Germany

Salary:

Negotiable

Start Date:

ASAP

Please send your English CV and expected Salary to:

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