

**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:

Marina Goebel

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