

Position **Human Resources Manager (m/f)**

Reporting to Chief Executive Officer

Location / Travel Office in Luxembourg

Type of contract Indefinite period contract, Part-Time (50%) (tbd)

As a Human Resources Manager, you will be responsible for the management and development of talent within our company. You will play a key role in personnel administration, recruitment, training and employee support.

The main responsibilities will be:

Managing the entire employee life cycle (recruitment, integration, monitoring, departures).

Managing staff administration (contracts, leave, absences).

Preparing salary variables for processing by our Fiduciary company

Follow-up medical examinations with the STM

Management of accidents at work

Managing training and co-financing

Compliance with and implementation of Luxembourg social legislation, internal regulations and internal procedures.

Keeping a legal watch on changes in laws and regulations relating to employment law and human resources management.

Contribute to the development of a positive and motivating working environment.

The ideal candidate should meet the following requirements:

Academic background Degree in Human Resources or equivalent field.

Professional experience At least 4 years' experience in a similar position.

IT skills Mastery of IT tools and HR software

Language skills Fluent in French and English; German would be an asset.

Soft skills Excellent communication and relationship management skills.
Ability to work independently and proactively.
Strict respect for confidentiality and ethical principles.
Team-work oriented

How to apply:

Please send your CV in English as well as a motivation letter and certificates as PDF file to careers@apateq.com.

For any questions, please contact Mireille Wellenreiter Human Resources Manager.

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