



INEOS
GRENADIER



HR Coordinator (m/f/d) (Location: Böblingen, Germany)

INEOS Automotive: We have one goal: Manufacture, launch and deliver uncompromising, best-in-class vehicles. It's been an exciting Grenadier journey since our inception in 2017. We've flown past many milestones and, despite the global challenge of 2020, we're on track to deliver our plan. At INEOS Automotive, we're always looking for people who can bring new perspectives to our teams. People with entrepreneurial spirit, who enjoy taking on new challenges and are comfortable with handling risks and uncertainties. 2021 and 2022 are our years of execution and as a **HR Coordinator (m/f/d)** you will play a huge part in this. If you are looking to join a scale-up business that values your curiosity, drive, and expertise whilst taking on a career defining role, then INEOS Automotive welcomes your application.

Your Role: As an HR Coordinator you will provide operational HR advisory and HR administration for the German office and support on global HR activities in close collaboration with HR Business Partners. This position is based in Böblingen (Stuttgart area).

Responsibilities include (but are not limited to):

- Operational advisory for up to 200 employees across the employee lifecycle, company policies and employment law for the German office
- Monitor, review and update HR policies and ensuring these are in line with current legislation
- Prepare contracts, act as first point of contact for new starters, organise and present inductions
- Create reference letters, offboarding administration and conduct exit interviews
- Prepare documents, update organisational charts and maintain personnel records
- Enter and update data in our HR IT systems
- Process invoices (SAP system)
- Payroll and benefit administration on a monthly basis with our external payroll provider
- Support the HR Business Partners with headcount administration
- Create reports from the HR database
- Support HR Business Partners and HR Managers on the realisation of HR instruments
- Contribute as project team member to international HR projects
- Participate actively in continuous improvement
- Organise and coordinate events

For the HR Coordinator (m/f/d), we are looking for:

- Great attention to detail and focus on quality
- Solid knowledge and experience of German labour law
- Excellent command of the German and English language written and spoken
- Advanced IT skills, with an excellent working knowledge of MS Office
- Strong interpersonal and communication skills
- Customer focus and deep interest in employee relations
- Ability to work independently, but also proven ability to work well with others in a team environment
- Handling highly confidential information in an honest and trustworthy way
- Apprenticeship, Bachelor or Master's degree in the economic field

If the HR Coordinator (m/f/d) role sounds of interest and you want to learn more, please apply with us today!

[Job Details \(ineosgrenadier.com\)](https://ineosgrenadier.com)

Your contact:

Priscilla Jocham
Recruitment Business Partner
INEOS Automotive GmbH
Jakob-Degen-Straße 3, 71034 Böblingen, Germany
Mobile: +49 160 4804292
email: priscilla.jocham@ineos.com