

HR Assistant & Office Manager 80 - 100%

We are looking for new teammates!

This is us

We are a rapidly growing, profitable science-based company and our purpose is to prevent and monitor animal diseases by offering innovative, quick and high-quality diagnostic solutions.

Through our listed parent company, VIMIAN Group, INDICAL is part of a global network of innovation-driven companies with a shared passion for improving animal health. With direct representation in 18 countries and activities in 82 countries through our Commercial Partners, we benefit from a global reach while maintaining the agility of an entrepreneurial start-up company. Our core values are fairness, impact, passion and trust. We have an ambitious, frank and informal culture, in which everyone's opinions and ideas count.

To strengthen and to accelerate the success of our fast-growing company, we are looking for a HR Assistant & Office Manager for our office in Leipzig.

Your team

- You work in a small international and multicultural team and support the HR Manager and independently manage the HR and office administration of the Leipzig site
- Your workplace is based in our office in Leipzig and you report to the HR Manager based In Leipzig.

Your mission

- Support the HR Manager in all HR matters
 - Absence management and update and maintain employee records and trackers
 - Coordinate employee training records as well as creation of training agreements where relevant
 - Interview coordination
 - Payroll admin support, manage employee master data
 - Create reference letters
 - Undertake projects, as requested
 - Organize the onboarding of new employees at the Leipzig location
- First point of contact for all office issues at the Leipzig location, from ordering consumables and office materials, office design to other administrative tasks
- Filing of work equipment (global; incl. mobile phones, PCs etc.)

- Set up meetings & coordinate internal and external visits (booking rooms, scheduling calendar entries, setting up internal/external videoconferences as well as travel bookings)
- Credit card & fleet management as well as management of the companies travel expenses
- Occupational health management and documentation
- Processing incoming mail and answering phones
- Planning and organising internal and external events and workshops, such as customer events
- Management of business trips, including booking, preparation and invoicing
- Close cooperation with other colleagues from other departments, also across locations and countries

Your skills and professional experience

- At least 2 years of professional experience in HR & office management, team assistance or in a comparable position
- Minimum of a commercial degree with further training in HR
- Strong organisational skills
- Outstanding social competence and communication skills
- Seek for new challenges and opportunities to learn, improve, and apply knowledge in daily tasks
- Very good knowledge of German and English
- Routine in the use of the entire MS Office package

We offer you

- A diverse field of activity in a dynamic mid-sized company with a refreshing spirit
- Flat structures and fast decision-making
- An international environment, a young team that appreciates open, cooperative exchanges and supports each other
- The opportunity to take responsibility, help shaping and implementing solutions
- Conditions of employment in line with the market and opportunities for further personal development
- A workplace in the city of Leipzig with good public transport connections

We are looking forward to receiving your informative application including a motivation letter by email to application@indical.com.¹

¹ With your application, you agree that your applicant data may be made available to third parties for job filling procedures. You can revoke this consent at any time by sending an e-mail to application@indical.com.