



Become part of our SWARCO Group HR team as

HR Specialist Labor Law & HR Operations (m/f/d)

Location: Wattens / Austria | Full or part time (min. 30 hours) | Hybrid

Your Challenge

- Independent and sole responsibility for handling labour law issues for our companies
- Point of contact for international secondment management
- Contract management (creation of contract templates, addenda, agreements, guidelines, etc.)
- Proactive support for local HR management (e.g. occupational health management, time tracking, etc.)
- Ensuring compliance with legal requirements and internal HR guidelines
- Active participation in the design and optimisation of HR processes

Your Profile

- Completed legal or business law studies with a focus on labour law/human resources
- Ideally, relevant professional experience in a comparable position
- Knowledge of payroll accounting as well as income tax and social security law is an advantage
- Very good knowledge of written and spoken German and English
- Strong team and communication skills
- Independent and service-oriented approach to work with high quality standards
- Discretion and reliability

Your Benefit

- **Attractive salary:** depending on experience and development opportunities within the SWARCO Group
- **Work-Life-Balance:** flexible working hours, home office, part-time options and additional vacation days
- **Training and development:** comprehensive onboarding program as well as various offers over the SWARCO Academy, individual trainings and job rotation possibility worldwide
- **Mobility:** free parking, good accessibility by public transport, electric cars for private use and bike leasing
- **Internationality:** collegial and multicultural environment with varied tasks in a successful group with family DNA
- **Health & fitness:** on-site massage and sports facilities as well as a well-equipped, ergonomic workplace in a modern office building
- **Social responsibility:** we live sustainability, find more information [here](#)
- **Food & drink:** meal allowance, use of a canteen, fruit, snacks, and various drinks for free
- **Company events:** Christmas party, company runs and much more
- **Further benefits:** with partner companies and sport events, recommendation program and appreciative gifts on special occasions

We offer a very attractive and performance-related salary, which is based on your qualifications and professional experience. This is significantly higher than the collective agreement for employees and apprentices in commercial enterprises.

The future begins today. Yours too?

Join SWARCO. We look forward to receiving your detailed application via online form:

Apply now

SWARCO AG

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Information on processing of your personal data is available [here](#).