



As a globally successful high-tech company, Spectra-Physics develops and produces ultrafast laser systems. At its facility in Rankweil the company makes highly developed and individually adjusted picosecond and femtosecond lasers, which are used in demanding fields such as eye surgery and implant production. For our continued successful growth we are strengthening our international team with immediate effect by a

HUMAN RESOURCES MANAGER (f/m)

Reporting to the Director of Human Resources - Europe, this position is responsible for all human resources functions in our Rankweil and Vienna Austria facilities consisting of approximately 100 employees, supported by a part-time HR Administrator. Responsibilities include, but are not limited to recruitment, employee relations, compensation administration, and safety.

Job description and responsibilities:

- Responsible for counseling and advising management and employees in resolving matters to ensure a motivating and retaining work environment
- Provides counsel to management regarding established personnel practices in particular for recruitment, onboarding and personal/career development
- Administers the roll-out of corporate HR programs through regular communication with the HR team including safety initiatives, benefits, etc.
- Administers corporate annual compensation and performance planning with the businesses
- Revises HR policies, programs, processes, and guidelines to meet the needs of the organization, to comply with legal requirements, and to promote positive employee relations with approval from Corporate HR
- Ensures compliance with all employment, labor laws, and governmental compliance requirements
- People management of the local HR Administrator

What you can expect:

- State-of-the-art high-tech infrastructure
- Flexible working hours
- Cooperation and mutual support in a strong and innovative team
- The salary will be in excess of the min. KV remuneration and take into account qualification, training and the labor market in Vorarlberg

Competences:

- BS in related field or equivalent experience
- 5 - 7 years, hands-on experience in HR in a manufacturing and technical company in a high-growth, fast-paced, environment
- Knowledge of Austrian labor and employment laws
- Proven ability to handle multiple priorities
- High-integrity, honesty, detailed-oriented, and excellent team player with a strong work ethic
- Ability to travel between Austrian sites
- Excellent knowledge of Microsoft Office
- Outstanding interpersonal skills
- Fluency in English required

Interested?

Please send your application documents via email to Nicola Enderle (jobs@spectra-physics.at).

Spectra-Physics Rankweil
Feldgut 9
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We look forward to meeting you in person.

www.spectra-physics.com/karriere