

# Human Resources Assistant

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**Location:** Kiel, Germany  
**Starting date:** ASAP  
**Scope:** Full-time



## Your role in our MINT family:

- Serve as first level of support for employee inquiries about HR-related issues and all HR administration queries
- Provide HR administrative support such as visa applications, preparation of letters, and maintenance of personnel records
- Prepare the monthly payroll and assist our external payroll partner by providing relevant employee information (e.g. leaves of absence, sick days, salary changes, visa status etc.)
- Assist and actively contribute to the full recruitment as well as employee life cycle
- Conduct and assist with new hire onboarding and administration including ensuring references are completed, administering new hire paperwork, etc.
- Maintain current employee records and database
- Effectively follow-up on all human resources day to day functions in a way to achieve departmental and organizational goals
- Proactively support the delivery of HR processes and programs at all MINT locations included but not limited to Germany, USA, Colombia and UAE
- Provide recognition for birthdays, births, marriages, bereavements, and farewells
- Coordination of events for the enjoyment of employees using innovative, fresh ideas to express appreciation for the dedication and commitment of the staff
- Assist on other HR projects and duties as assigned

## This is how you can impress us:

- You enjoy interacting with people from different cultural backgrounds and working in a multicultural environment with English as corporate language
- You have strong interpersonal as well as verbal and written communication skills in both German and English
- You preferably have one to two years of proven work experience as an HR Assistant, HR Administrative Assistant or a similar relevant role in an HR-related field
- You are reliant and work independently with the ability to prioritize important projects
- You have excellent organizational skills and attention to detail
- You can deal with sensitive and confidential information and interact with all levels of employees
- You are proficient in Microsoft office applications (Microsoft Word, Excel, Outlook, PowerPoint and Teams)
- You perform in a professional manner and maintain competency and a positive attitude in a fast-paced work environment

## What we have in store for you:

- **Our people & culture:** at MINT you will be part of a global family that thrives on our cultural diversity. We love spending time together on social events and pride ourselves on the fun, productive environment in our MINT family.
- **Flexibility & remote working:** We respect every person's individual routines. Therefore, we support flexible work schedules and remote working for you to find your perfect work-life-balance.
- **Work-Life-Balance & family-friendly environment:** At MINT we believe having enough space to spend quality time with family and friends or to follow your favorite free time activity ensures mental and physical well-being as well as it motivates you every day!
- **Extra bonus payment:** We believe that people make the company, and therefore we love to share our profits with our team members through an additional annual bonus payment.
- **Annual pay review:** We offer you competitive and fair remuneration with annual performance base pay increases and to account for changes in the cost of living expenses.
- **Travel allowance:** Our great office location allows you to easily come to work by using Kiel's public transportation. We are pleased to contribute to your monthly ticket costs.
- **Company pension:** To help prepare our people for an enriching retirement, we contribute to our employee's direct insurance scheme.
- **Employee loans:** We help you out, if you are in need of some extra money. Maybe you want to refurbish your new apartment or buy a new car? We have got your back!
- **Hansefit:** Our team members' health is our top priority. Therefore, we offer the countrywide sports facility membership "Hansefit" and contribute to a large extent to the monthly costs.
- **Boarding apartments:** If you join our team from a different location and relocate to the beautiful city of Kiel, we provide you a company apartment for your first months.
- **Loyalty & long-term relationships:** We want you to be part of our MINT family without any limits. All our work contracts are indefinite!
- **Travel opportunities:** As a global company with customers and MINT family members all around the world such as Germany, USA, Canada, UK, UAE, India and Colombia we offer you exceptional travel opportunities to exciting locations and meet amazing people!
- **Drinks & snacks:** we believe the way to a human's heart is through their stomach and this is why we provide beverages, snacks and the occasional catered lunch
- **Pet-friendly offices:** If you choose to work from one of our offices, feel free to bring your four-legged friend with you. We'd love to meet them!