



Working Student Human Resources (w/m/d)

About us

Glovis Europe GmbH operates as the European subsidiary of the South Korean group Hyundai GLOVIS and is a growth-oriented service provider in the field of supply chain management with a focus on automotive logistics. Since our founding around 18 years ago, we have been able to establish ourselves as one of the leading companies in the top logistics class, the logistics of finished vehicles, and have always placed great emphasis on continuous and sustainable growth.

Your mission

As an **HR Working Student**, you will play a key role in supporting essential HR functions, ensuring smooth day-to-day operations, and fostering a positive workplace culture. You will support our HR Business Partners in providing employee engagement, talent management, and compliance to help build a thriving and motivated workforce.

- Assist in maintaining employee records by reviewing leave requests and supporting employee inquiries. Help with ongoing improvement processes.
- Support the team in ensuring compliance with labor laws and help with drafting HR policies. Address employee questions in a professional and friendly manner.
- Assist with the recruitment process, including helping create job postings, organizing interviews, and supporting manpower reporting.
- Support the team with performance management activities, help organize training programs and contribute to employee development initiatives.
- Help with onboarding and offboarding processes, assist with employee status changes, and manage HR Information Systems (HRIS) data entry.
- Assist in generating reports and analyzing HR data to support decision-making and HR initiatives.
- Provide administrative support to ensure accurate employee enrollment and compliance with company policies.
- Help with internal communication tasks, maintain the HR intranet, and assist in organizing HR-related events.

Your profile

- Currently pursuing a bachelor's or master's degree in Human Resources, Business Administration, or a related field.
- Very good knowledge of German and English, both written and spoken. Korean language skills are a plus.
- Familiarity with HR laws, regulations, and best practices is beneficial.
- Strong communication and interpersonal skills to engage with employees across all levels.
- Strong organizational and time management skills in a fast-paced environment.



- High level of confidentiality, professionalism, and problem-solving skills.
- Proficient in MS Office (Word, Excel, PowerPoint).
- A proactive and positive mindset with a willingness to learn and contribute.

Why us?

Join us and unlock your potential with the following benefits:

- Work-Life Balance: Flexible working hours and hybrid working model
- Annual leave allowance of 30 days
- Convenient location accessible by car, train, or bicycle,
- Daily breakfast and a small lunch provided in the office
- Interesting and challenging work opportunities in a rapidly growing company
- International and multicultural work environment with wide connections all over the world

If you are interested, please send us your CV and motivation to:

hr@glovis.eu

We are looking forward to getting to know you.