

We're hiring!

Human Resources Manager

About us:

VEC Imaging is a world leader in the development of nanotube-based multi-beam X-ray tubes (MBX). We are dedicated to the development, manufacture and sale of nanotube-based X-ray components and control/power electronics for medical and safety applications. The combined talent of our engineers has led to numerous international publications, IP es and patents. As a team, we strive to improve healthcare and save lives.

Our vision is to always be forward-looking. We do not follow - We revolutionize! After years of research, VEC Imaging was established in 2018 as a joint venture between CETTEEN GmbH and Varex Imaging Corporation, bringing 65 years of X-ray tube manufacturing experience to our joint venture. VEC Imaging holds both ISO 9001 and ISO 14001 certifications, demonstrating our commitment to quality customer service and products and to promoting a sustainable society.

Tasks:

- Managing the company staff, including coordination of the complete recruitment process.
- Supporting the requirements of current and new staff, including office moves, hardware and software requirements, parking spaces, etc.
- Administration of employee related paperwork, such as employment contracts.
- Observing the current HR processes and initiating improvements, in liaison with the Quality department.
- Support performance appraisal process, in liaison with Team Leads.
- Provide necessary support for time management and payroll systems.
- Handling employment relationship issues such as grievances and communicating this to the relevant senior management.
- Contact person for facilities management including renting office spaces and maintenance of the same.
- Supervising the work of a working student.
- Main point of contact for any HR related questions or concerns.

Your profile:

- A degree in Human Resources or equivalent.
- At least 2 years of experience in Human Resources Management.
- You have a good knowledge of German Labour Laws and regulations.
- You have the experience of working in a multicultural environment, and respect and adapt to varied communication styles.
- You can establish interpersonal connections across all levels of the company.
- You are an attentive listener, who can understand and empathize with multiple perspectives on an issue.
- You can work in a rapidly changing, reactive business environment.
- You possess a hands on mentality, that enables you to find solutions to various HR related topics.
- Very good English and fluency in German is a must.

What VEC Imaging can offer YOU and what you should get to know us:

- * At VEC, you get the opportunity to work with revolutionary technologies.
- * The opportunity to grow and make a difference in an up-and-coming start-up company.
- * A versatile area of responsibility with challenging tasks in a future market of medical technology.
- * Flat hierarchies and short decision-making processes.
- * A modern workplace with state-of-the-art laboratories and collaborative workspaces in beautiful Medical Valley Centre.
- * Working in an international environment with smart colleagues and a good working atmosphere.
- * Excellent transport links, convenient location, parking.
- * We promote work-life balance.

- * Flexible working hours.
- * Permanent position.
- * 30 days vacation.
- * Corporate Events.

Information on recruitment:

- **Place of work:** VEC Imaging GmbH & Co. KG, Henkestraße 91, 91052 Erlangen
- **Website:** www.vecimaging.com
- **Beginning:** as soon as possible
- **Hours:** Part time, 20 hours per week

Contact:

Please send your informative application documents including references, photos and information about your salary expectations by e-mail to nicole.cahn@vecimaging.com.

For inquiries about the advertised position, please contact Dr. Ambica Dattakumar at the telephone number [09131 9177 486](tel:091319177486) between 9am and 2pm.