



At **Ergobaby**, our passion is helping families bond, grow and thrive. We create premium baby products where function and quality are not compromised, and we want to be the most recommended baby carrier in the world! We love Ergobaby and we're constantly bringing ideas to the table to make our brand and ourselves better. We collaborate to solve problems and strive to meet the opportunities ahead of us. We set goals together, rally each other and offer help one another. We unapologetically say that "we get shit done" because we do. We plan projects, execute tasks, ask for help when we need it, and hold each other accountable for staying focused and getting things done. We actively pursue self-development in our fields of expertise, seek feedback, and keep ourselves open for change and growth. We have a sincere interest in helping our consumers, customers and each other succeed. If this sounds like you, then we want to hear from you!

To strengthen our European Headquarters in Hamburg we are looking for a

Part-Time (Junior) HR Business Partner (m/f/d)

This part-time, 20 hours per week role is based out of our office in Hamburg, Germany, and primarily supports our European employees in Germany, France, UK and Poland. This position is part of a global Human Resources team at Ergobaby, which is headquartered in Los Angeles, California.

Your Accountabilities:

- RECRUITING, ONBOARDING, LEAVES ADMINISTRATION AND EXITS
- ENSURE REGIONAL DELIVERY OF EMPLOYEE PROGRAMS (RECOGNITION, TRAINING, VOLUNTEER AND EMPLOYEE EVENTS)
- LOCAL HR ADMINISTRATION AND MAIN POINT OF CONTACT FOR OUTSIDE SERVICES RELATED TO PAYROLL, BENEFITS, PENSION, ETC.
- CONDUCT GLOBAL NEW HIRE ORIENTATIONS (AS BACK-UP TO U.S. HR GENERALIST)

Essential Position Duties:

- Directly recruits, or coordinates recruitment with an assigned agency, to fill open positions.
- Conducts global new hire orientation presentations, as a back up to the US-assigned HR Generalist, and ensure each new employee is provided with a proper onboarding by their manager for the first ninety (90) days.
- Performs daily HR administration, including hiring, promotion, reclassification and termination of EU employees. The HR Business Partner is responsible for coordination of employment agreements, timely notices, payroll, benefits and outside agency communication and compliance.
- Coordinates the delivery of employee recognition, training, volunteer and employee events with the US-based Human Resources team.
- Provides HR policy guidance and interpretation to managers and employees.
- Consistently works with EBEU leadership to improve work relationships, build morale, and increase productivity and employee retention where needed.

- Provides performance management guidance to supervisors and employees (e.g., coaching, counseling, career development, disciplinary actions)
- Under the direction of HR Director, develops solutions, programs and policies where necessary for EU employees.
- Identifies training needs for EU teams and employees. Participates in delivery, evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partners with HR Director and Chief Legal Officer as needed.
- Liaises with HR Director and employment law firms to resolve complex employee relations issues. Conducts effective, thorough and objective investigations.
- Performs other related duties as assigned.

You will fit in particularly well with us if you have successfully completed a Bachelor's or Master's degree in Human Resources or related field and have already gained 3-5 years of sound experience in the human resources field. You have excellent verbal and written communication skills in German and English (native speaker, or at least business fluent), experience in presentations as well as a high level of service orientation complete your profile. Fluency in Polish and/or French is a most welcome, but not required. Must be knowledgeable in German employment law, and some familiarity with UK and French employment law.

SKILLS: MICROSOFT OFFICE | WORD | EXCEL | OUTLOOK | EMPLOYMENT LAW | HR BEST PRACTICES | BENEFITS ADMINISTRATION | COMPENSATION | TRAINING & DEVELOPMENT | MEETING & EVENT COORDINATION

We are looking for a colleague who has high quality standards for himself/herself and his/her work, who can also think creatively "out of the box", is interculturally interested and experienced, and knows how to implement projects across departments and countries.

We offer a challenging job with a diverse field of topics and tasks in a growing company with international work content and colleagues, flat hierarchies and short decision-making paths as well as excellent prospects. An excellent working atmosphere awaits you in a modern office in the heart of Hamburg city centre (Active Partner in the Hamburg Environmental Partnership – *Umweltpartnerschaft Hamburg*). We also offer a flexible work policy with home office options. You will be working and collaborating with friendly and helpful colleagues who enjoy achieving goals together.

Interested?

If so, we look forward to receiving your complete application documents, stating your salary expectations and availability, preferably by e-mail: jobs@ergobaby.eu