



ngena is a global alliance of service providers that will provide international telecommunication network services for corporate customers. ngena stands for “Next Generation Enterprise Network Alliance” and enables its partners to share their telco networks and offer services on a global basis. ngena GmbH is an independent company that is going to be funded by leading global telco companies such as Deutsche Telekom AG.

Junior HR Generalist (m/f)

Have you always dreamed of working for a fast-growing international startup company? Then take this next step into your personal career future and join us as Junior HR Generalist (m/f) (full-time) in Frankfurt am Main, Germany.

Your responsibilities in this exciting opportunity

- Providing day-to-day HR employee relations support including onboarding of new hires
- Advising employees and managers in all HR related topics and social/labor law matters
- Set-up and support of HR processes & tools (e.g. introduction of an HR IT system, etc.)
- Involvement in our recruiting processes (incl. job profiles & postings, candidate screening, interview scheduling & conducting first interviews)
- Enhancing our employer branding & university marketing strategy and activities
- Support operational and strategic HR projects regarding Onboarding, Employee Engagement, Payroll, etc.

Your profile to be our perfect candidate

- Successfully completed Bachelor’s degree in business administration or a related field
- Ideally a minimum of 1 year experience in a similar HR role, preferably in an international environment
- Good communication & interpersonal skills, making sure your colleagues feel comfortable at work
- Strong drive to provide our organisation with an excellent service, proactive, hands-on and being able to work independently as well as team-oriented
- Handle sensitive information in a confidential manner
- Professional PC & MS Office skills
- Excellent German & English language skills

Your chance

A dynamic, international and cooperative business environment awaits you. In your field of activity, responsibility will be in your own hands from the very beginning and you will be able to actively contribute to the future development of ngena.

We offer challenging tasks with room for creativity and development opportunities within the startup, a highly motivated international team, an open corporate culture of flat hierarchies and a state-of-the-art workplace.

We are looking forward to getting to know you!

If you are interested in this challenge, please send us your complete application including salary expectations and possible starting date via email to myfuture@ngena.net