



LA FRANÇAISE
SYSTEMATIC ASSET MANAGEMENT

La Française Systematic Asset Management GmbH, based in Frankfurt am Main and Hamburg, is a specialist in systematic, rule-based investment strategies and an integral part of the La Française Group. The Group's business model focuses on financial and real estate assets.

Junior International HR Officer/Generalist (f/m/d)

La Française Systematic Asset Management GmbH is looking for a **Junior International HR Officer/Generalist (f/m/d) in Frankfurt am Main**. You will be working hand in hand with the International HR Manager in an ambitious team. You will be responsible for the administrative support and HR-issues for our international entities in Luxembourg, Italy, Singapore, South Korea, Spain and UK (~70 employees in total) taking into account labor law and internal HR-regulations. This position is a full-time role and limited to 1 year, with a chance for prolongation.

The role will include

◆ Processing of HR matters for all international employees:

- Maintenance of employee and HR relevant documents
- Drafting of employment contracts, amendments, company car and home office agreements
- Preparing job references, entry and exit documents and other personnel certificates/documents
- Ensuring the administration of our absence management system and ensuring that staff use the system
- Assisting in the administration and tracking of employee benefits (health, pension, life insurance, other benefits, telework costs, etc.)
- Payroll processing and tracking for Italy and Spain

◆ Monthly HR reporting to Paris

◆ Recruitment support

Required skills

- ◆ University degree with focus on HR, labor law, business administration or comparable experience
- ◆ First professional experience as a Trainee or in a similar function in HR field, 1 – max. 3 years
- ◆ Basic knowledge of labor law and social security law
- ◆ Usage of MS Office
- ◆ Ability to structure and coordinate work remotely and to adapt to an international environment
- ◆ Ability to organise and implement appropriate solutions
- ◆ High level of reliability and highly confidential handling of data
- ◆ Practical and problem-oriented way of thinking and acting
- ◆ Effective communication skills; open-mindedness / curiosity

You don't meet all the requirements? No problem!

La Française is committed to ensure an open environment for diversity and inclusion. Even if your experience does not meet the requirements listed in the job description on all levels, we strongly encourage you to apply anyway.

We offer you an attractive Benefit package (Pension scheme, supplementary health insurance, accident insurance, JobRad, Gym allowance, Home Office allowance, Corporate Benefits platform, mobility allowance and many more).

Become part of the La Française Germany and apply via E-Mail to: karriere-sam@la-francaise.com or directly on our career page of the group: <https://careers.la-francaise.com/en/annonces>

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