



Our Precision, Your Advantage

To support our Human Resources Department in Aschheim
we are looking for:

HR Liaison & Immigration Supervisor (m/f/d)



About us:

KYB Europe GmbH is a subsidiary of the Japanese KYB Corporation and serves the European markets. With more than 14,000 employees, the KYB Group generates an annual turnover of around USD 3.2 billion. The company is one of the world's largest manufacturers of original equipment shock absorbers. With 15 factories in Asia, Europe, and the United States, KYB has an annual production capacity of more than 75 million shock absorbers. KYB Corporation exports its products to more than 100 countries. KYB Europe manufactures coil springs and supplies additional mounting accessories.

Your general mission and role:

You will support the Human Resources Department in its communication with the parent companies' HR department in Japan regarding HR matters, with handling of visa, work authorizations and residence permit applications for expatriates from Japan, with providing hands-on, day-to-day support to the HR department, and with striking the balance between strategic corporate communication and practical local execution. Your main tasks will include:

- ◆ Supporting the cross-functional communication between KYB Europe's HR Department and the parent companies' HR Department (KYB Corporation, Japan).
- ◆ Supporting the Visa / Residence Permit application procedures regarding expatriates seconded from KYB Corporation (Japan) to KYB Europe and related communication with KYB Corporation.
- ◆ Supporting the strategic approach to workplace environment and core corporate values.
- ◆ Supporting the planning, coordinating and implementing of HR activities, such as recruitment processes, onboarding, HR administration, performance management, employee engagement and exit management related to KYB Europe headquarters and its European offices.
- ◆ Collecting, consolidating and reporting on all HR matters; creation of corresponding statistics regarding all locations of KYB Europe in Europe for instance with regard to the number of employees, sick leave, working hours, time recording system, details of the employment contracts, etc.
- ◆ Supporting communication with the European branches of KYB Europe regarding all personnel matters.
- ◆ Helping with the maintenance of personnel files.



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This is what we expect from you:

- ◆ Bachelor's degree in human resources, business administration, organizational development, or a related field or a comparable human-resources-related qualification.
- ◆ Minimum 4 years' experience in a comparable position in an international business environment.
- ◆ High social skills, very good organizational skills, self-initiative, and a hands-on mentality.
- ◆ Confident and professional appearance, outstanding communication skills and the passion to develop HR matters.
- ◆ Very good MS Office skills.
- ◆ Japanese as a native language or the ability to communicate in Japanese at a business level, both verbally and in writing (if Japanese is not your native language).
- ◆ Fluency in spoken and written English at a business level.
- ◆ German language skills are a plus.

This is what we offer you:



An inspiring and truly international working environment



A modern company with high innovative strength



Attractive remuneration and additional benefits as well as further training and education



Intensive introduction and onboarding to the job role



Fair working hours



VWL



Takeover of the existing company pension plan



Coffee and water in the office



Fruit in the office



Many further benefits

Interested?

Please send your application in English, preferably by e-mail, including your salary expectation and earliest possible starting date to:

Olga Schmunk
Senior Manager Human Resources
karriere@kyb-europe.com