



LAST CALL FOR ALL HR HIGHFLYERS!

We are looking for an
HR & Administrative Assistant (m/f/x)

Location: Porto

Starting: at the next possible date

THE CREW THAT'S WAITING FOR YOU:

THE FORCE builds companies for companies in the healthcare, pharmaceutical, and medical devices sector.

We encourage work in a flexible surrounding and as a diverse group when it comes to gender, nationality, religion, and ways of working. This unique culture is aimed to integrate employees and partners seamlessly into one organization.

Likewise, this organization shall easily adapt to customer organizations. Our unique way of operation will release THE FORCE to solve customer problems in a fast, effective, and efficient manner.

In all of this, people are and will be at the center of our attention, and the most valuable asset we have: People are our strength. They make us THE FORCE.

YOUR NEW FLIGHT PATH:

- You are a reliable co-pilot in the recruitment process.
- You steer onboarding formalities according to internal and legal requirements.

- You organize, maintain, and update physical and digital personnel records for everyone on board, like employment contracts and other relevant employee information.
- You ensure there's no crash landing and that all HR and legal regulations are complied with.
- The payroll process and assisting it by providing employee information, including leaves and employee benefits, don't cause any turbulence for you.
- You may support us at other terminals, such as accounting, when necessary due to our growth.
- You act as the service desk and connection point for insurances companies like health and safety at work, health insurance, and accident at work insurance.

HOW YOU'LL GET ACCESS TO PRIORITY BOARDING:

- A bachelor's degree or relevant experience in economics, or HR easily opens the first gate.
- Ideally, you're a professional who's been flying for Human Resources or Administration for a while.
- Your familiarity with HR functions makes sure all HR operations are on time, including internal alignments across sites about HR topics.
- With a basic knowledge of the recruitment process you don't have to wing it in day-to-day work.
- You've got skills in performance management and employee benefits administration in your luggage.
- Your carry-on baggage also contains being an excellent learner with the ability to work in teams, outstanding organizational abilities, and high problem-solving skills.
- Your first-class written English skills allow you to create reports as well as to meet tight deadlines.

TIME FOR OUR JOINT DEPARTURE?

You can see yourself in the cockpit of this position? Then send us your application directly via our application form and find out if we're ready for a joint takeoff.

Please note that we require all application documents in English.

[APPLY FOR THIS POSITION NOW](#)