



<https://jobsleworld.com/jobs/hr-officer-job-in-luxembourg-ey-luxembourg-careers/>

## HR Officer

### Job Location

Luxembourg

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### Base Salary

USD 3,500 - USD 4,500

### Qualifications

Bachelor's or Master's degree in Human Resources, Business Administration, or a related field

### Employment Type

Full-time

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### Hiring organization

EY Luxembourg

### Date posted

December 26, 2024

### Valid through

31.07.2025

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## Description

### HR Officer Job in Luxembourg

Are you passionate about human resources and looking for an exciting opportunity to grow your career in one of the world's leading professional services firms? EY Luxembourg is hiring an HR Officer to join their dynamic team. This role offers the chance to work in a global environment and contribute to the success of one of the world's top companies in professional services. If you are interested in shaping the future of HR in a fast-paced and exciting workplace, this job is for you!

At EY Luxembourg, we believe in the power of talent and innovation. While we prefer local candidates from Luxembourg, we offer visa sponsorship for qualified applicants from outside the country.

#### Summary Overview:

**Position Name:** HR Officer

**Company:** EY Luxembourg Careers

**Location:** Luxembourg

**Qualification:** Bachelor's or Master's degree in Human Resources, Business Administration, or a related field

**Job Type:** Full-time

**Experience:** 1+ years of HR experience preferred, freshers are welcome to apply

**Knowledge Required:** Basic understanding of HR processes, recruitment, and employee relations

**Age Requirement:** 18 years and above

**Salary:** Competitive monthly salary (based on experience)

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#### About the Job:

As an HR Officer at EY Luxembourg, you will play a key role in supporting the HR team with various HR activities and administrative tasks. Your responsibilities will include recruitment, onboarding, employee relations, performance management, and assisting with HR programs. This is a fantastic opportunity for those who are looking to start or advance their career in HR and gain valuable experience working for a global company.

In this role, you will work closely with managers and employees to ensure the smooth implementation of HR policies and procedures. You will also help with employee engagement, training programs, and other HR initiatives that contribute to creating a positive work environment.

This position is ideal for individuals who are highly organized, have strong communication skills, and enjoy working in a fast-paced, people-oriented environment.

## Key Responsibilities:

As an HR Officer, your responsibilities will include:

- **Recruitment Support:** Assist with the recruitment process, including posting job ads, screening resumes, scheduling interviews, and liaising with candidates.
- **Onboarding:** Coordinate the onboarding process for new hires, ensuring they have a smooth transition into the company.
- **Employee Relations:** Support managers and employees with day-to-day HR-related issues and help maintain positive working relationships.
- **Performance Management:** Assist in the performance review process and help track employee performance data.
- **HR Administration:** Maintain and update HR records, prepare reports, and manage HR databases.
- **Training & Development:** Assist in the coordination of training and development programs for employees.
- **HR Policies and Procedures:** Help ensure compliance with HR policies and support the implementation of new HR initiatives.
- **Employee Engagement:** Support employee engagement activities, including events, surveys, and wellness programs.

This role provides an excellent opportunity for someone who is eager to learn about HR practices and grow within a global organization.

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## Requirements:

To be considered for the HR Officer role, candidates must meet the following requirements:

- **Education:** A Bachelor's or Master's degree in Human Resources, Business Administration, or a related field.
- **Experience:** At least 1 year of HR experience is preferred. Freshers with relevant academic knowledge are also encouraged to apply.
- **Skills:**
  - Basic knowledge of HR processes, employee relations, and

recruitment.

- Strong organizational skills and attention to detail.
  - Excellent communication skills, both written and verbal.
  - Ability to work well independently and as part of a team.
  - Proficiency in Microsoft Office (Excel, Word, PowerPoint).
  - Ability to handle sensitive information with discretion and professionalism.
- **Language Requirements:** Proficiency in English is required. Knowledge of French, German, or Luxembourgish is a plus.
  - **Visa Sponsorship:** While we prefer candidates from Luxembourg, visa sponsorship is available for qualified applicants from other countries.

## Benefits:

At EY Luxembourg, we value our employees and offer a range of benefits to support their well-being and career growth:

- **Competitive Salary:** Attractive monthly salary based on your experience and qualifications.
- **Career Development:** Ongoing training and development opportunities to help you advance in your HR career.
- **Global Exposure:** Work with a diverse team and gain experience in a leading global professional services firm.
- **Work-Life Balance:** Flexible working hours to help maintain a healthy work-life balance.
- **Health and Wellness:** Access to health and wellness programs and activities.
- **Employee Discounts:** Exclusive employee discounts on various products and services.
- **Social Events:** Participate in company events, team-building activities, and social gatherings.
- **Visa Sponsorship:** For candidates from outside Luxembourg, we provide free visa sponsorship for the duration of your employment.
- **Work Environment:** A collaborative and supportive work environment where your ideas and contributions are valued.

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## How to Apply:

If you are interested in the HR Officer role at EY Luxembourg, please follow these steps to submit your application:

1. **Submit Your Resume:** Highlight your educational background, relevant HR experience, and any skills that make you a good fit for the role.
2. **Cover Letter (Optional):** Include a cover letter to explain why you are interested in this position and how you can contribute to the HR team at EY Luxembourg.
3. **Online Application:** Complete the online application form on the official EY Luxembourg careers website.
4. **Interview Process:** If selected, you will be invited to an interview where you can discuss your qualifications, experience, and motivation for applying.

## Why Work at EY Luxembourg?

EY is one of the world's largest professional services firms, and working at EY Luxembourg offers an opportunity to be part of a globally recognized company with a strong commitment to employee development. You will be able to contribute to shaping the future of HR while working in a diverse and dynamic environment.

By joining EY Luxembourg, you will be working in an innovative company where career growth is encouraged, and you will gain valuable experience that will set you up for future success in HR.

We look forward to receiving your application and potentially welcoming you to our team!

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**Apply Now:** Applications should be submitted through the official EY Luxembourg careers website. Don't miss the chance to launch your career in HR with one of the top global firms in the world.

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