

## (Junior) P&C Business Partner (m/f/d)

**Location:** Jena, Germany

**Work model:** 35 - 40 hours – On-site / Hybrid (1 day per week working from home)

### About the Position:

We are looking for a motivated **(Junior) P&C Business Partner (m/f/d)** to support our People & Culture team at our Jena site across all core operational HR topics.

This position is perfect for individuals who want to handle HR "from A to Z" in a hands-on way – from recruiting and employee support to close collaboration with Payroll and local leaders.

The role also includes a small selection of project tasks, but the clear focus is on daily HR operations on site.

### Your Responsibilities

#### Operational HR Management

- First point of contact for employees and managers at the Jena site
- Support throughout the entire employee lifecycle (onboarding to offboarding)
- Support in recruiting, including job postings, interviews
- HR administration (contracts, certificates, managing employee files)
- Interface to Payroll, Finance and other departments

#### Local HR Support & Office Organization

- Coordination of trainings, health & safety topics
- Support in organizing team and engagement activities
- Ensuring adherence to P&C processes, guidelines and compliance requirements

#### Process & Project Support

- Participation in selected HR projects (e.g. training issues, process improvement, P&C software), HR tools
- Support with reporting and global KPI's

### Our benefits

- A secure job in the medical device industry in a family-friendly working environment
- An interesting work scope in a growing international company
- Comprehensive onboarding and training plan for the first 6 months
- Good work-life balance through 30 days of vacation, flexible working hours and hybrid, family-friendly working time models
- Employer-financed retirement and health insurance
- Healthy work culture and regular team & sport events

## What you bring

- Initial experience in HR (e.g. HR Generalist, HR Assistant, Recruiting, Business Partnering)
- Motivation for hands-on operational HR work with a broad and varied task profile
- Strong organizational skills, reliability, and a proactive, solution-oriented mindset
- Very good German skills (min. C1) and good English skills (min. B2)
- Openness, team spirit and joy in supporting people and driving HR topics on site

## Ready to apply?

We look forward to receiving your application (cover letter and CV) to [christoph.stumpf@occlutech.com](mailto:christoph.stumpf@occlutech.com) .

## About Occlutech

Occlutech is a leading specialist provider of minimally invasive cardiac devices, with a mission to improve the quality of life for people with heart conditions. The vision is to become a global leading specialist provider in cardiac devices, addressing congenital heart defects, stroke prevention, and heart failure. Occlutech has a broad and proven portfolio, based on proprietary technology, and over 200 patents with more than 200,000 products sold. The company markets and sells its products in over 70 countries and has around 300 employees.

## Contact

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