



**Be part of our continuing growth story!** GlobeAir is Europe's leading private jet charter offering on-demand flights at affordable rates. We are looking for talented passionate people with the ability to hit the ground running and achieve results. People who work at GlobeAir have an international background, are flexible and thrive in a dynamic and innovative environment. Due to the progressive expansion of our team, we are looking for an experienced and passionate aviation enthusiast to join our ambitious team in Linz (Hörsching).

## HR Generalist

### JOB DESCRIPTION

- Preparation of monthly payroll in close cooperation with our external payroll partner
- Contact person for any payroll related questions
- Management of vacation and sick leave in close cooperation with our external payroll partner
- General administrative activities in the HR department (contract drafting, maintain employee files,...)
- Assist in the recruiting and on-boarding process of new employees
- Ensure compliance with Austrian labor law
- First point of contact for all GlobeAir employees on HR-related topics

### QUALIFICATIONS

- Prior experience working in an HR department of minimum 3 years
- University Degree in business, human resources, psychology, sociology, and/or equivalent work experience.
- Excellent German and English language skills (both verbal and written)
- Basic knowledge of Austrian labor law
- Excellent communication skills, interpersonal skills, ethics, and cultural awareness
- Capacity to apply discretion and maintain a high level of confidentiality when handling sensitive information
- Good computer knowledge of MS-Office software programs
- Must have the right to live and work in Austria

### WHAT WE PROVIDE

- Free empty leg flights on our aircrafts for our #dreamteam members
- An exciting and challenging task for ambitious business aviation enthusiast
- A secure job in a successful, internationally active company
- English corporate language with an international environment and a multi-cultural team
- An open and respectful corporate culture characterized by a refreshing team spirit
- Relocation package
- Permanent, Full time position



## Passion into Profession.

This position is based in Hörsching, Austria. The working time is 40 hours per week. Annual gross salary is from € 35.000,- (compensation negotiable according to skills and qualification).

We are looking forward to receiving your application in English on SmartRecruiter platform at the following link: <http://globeair.com/careers>

**GlobeAir AG**  
**[globeair.com](http://globeair.com)**

Polytec-Straße 1  
4063 Hörsching · Austria  
Phone: +43 7221 727 400  
E-mail: [recruiting@globeair.com](mailto:recruiting@globeair.com)