



**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).

## Head of Human Resources

As **Head of Human Resources** you will be responsible to plan, lead, direct, develop, and coordinate the activities of the Human Resource (HR) department in coordination with GlobeAir mission and talent strategy.

### HEAD OF DEPARTMENT RESPONSIBILITIES:

- Develop and execute best practices for employer branding, talent recruitment, and employee retention
- Lead HR projects including: performance evaluation systems & feedback, HR software implementation, Benefits & Wellness program, and employee development programs
- Provides support to senior leadership through development and coordination of GlobeAir policies and procedures, departmental career development plans, and disciplinary matters
- Continuously review, update and develop new GlobeAir documents including: contracts, agreements, policies & procedures, job descriptions and career development plans
- Provide leadership to HR team through constructive feedback, coordination of development and training of team, and management of daily workflow of the department

### HR RESPONSIBILITIES:

- Administration of payroll and compensation system in coordination with external payroll partner
- Monitor and oversee employee absence, vacation, and sickness
- Ensure accurate recordkeeping of employment data
- Execution of the entire recruiting process including: development of job description, job posting & employer branding, candidate screening & selection, organization of recruiting events, new employee on-boarding
- Execution of the entire off-boarding process: administration of employee resignation, exit interview & questionnaire, and final payroll administration
- Monitor and ensures compliance to Austrian labour law, and workplace health and safety regulations
- Facilitate professional development and training programs
- Initiate employee engagement programs to promote productivity, recognition and morale

### QUALIFICATIONS

- 5+ years of HR Management experience
- BSc in Human Resources, Business Administration, or related field
- Knowledge of Austrian employment related laws, regulations and responsible authorities
- Ability to prioritize tasks and to delegate them when appropriate
- Handle confidential matters with discretion
- Strong analytical and problem solving ability
- Excellent English language skills both verbal and written, all additional languages are a plus (German language advantageous)
- Must have the right to live and work in Austria

### WHAT WE PROVIDE

- Unlimited use of free Empty-Leg flights on GlobeAir fleet to employees and their family
- On-site canteen providing daily hot meals at affordable prices
- Free parking available on-site and access to public transportation within walking distance
- English corporate language with an international environment and a multi-cultural team
- Relocation Assistance available to employees relocating to the Linz area

## Passion into Profession.

This full time position is based in Hörsching, Austria. The working time is 40 hours per week (On-Site). Annual gross salary is from € 46.200,- (compensation negotiable according to skills and qualification).



Scan the QR-code  
or  
Send us your application  
in English at the following  
link: [globeair.com/careers](https://globeair.com/careers)

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

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