



<https://imskt.de/en/job/personalreferent-m-w-d/>

Human Resources Officer (m/f/d) – Shape our human resources work!

Who we are

We plan, build and maintain modern infrastructure and systems technology for our customers in the fields of telecommunications, building services and energy technology. As a mature medium-sized company with around 140 employees in four companies, we focus on strong team values, an open atmosphere and the goal of creating sustainable solutions together.

Our employee satisfaction is very high, with hardly any of our employees leaving IMS KT GmbH in recent years. Employees are not just a number to us, and we mean that seriously. Whether it's company health insurance, joint celebrations or other benefits – we live by the motto 'Our employees are our most important resource'. That's why we want to expand our HR team with you!

Your role

As a Human Resources Officer (m/f/d), you will be responsible for all human resources tasks for all companies in our group. You will thus become an internal service provider and sparring partner for our managers in all human resources matters. You will work together with a human resources administrator, whom you will supervise and who will support you in administrative matters.

This is where you come in:

- **Consulting & support:** You are the first point of contact for managers and employees for all personnel-related matters – from occupational safety to labour law (in exceptional cases, we work with external legal advisors).
- **Recruiting & applicant management:** You design recruiting strategies, implement them across various channels and are responsible for the applicant selection process. You will ensure a smooth start for our employees.
- **Process optimisation:** You will review our existing processes according to clear priorities and modernise them where there is potential.
- **Personnel development:** You will organise training and development measures, follow up on agreements and establish feedback loops. You will also be responsible for organising in-company training.
- **Technical management:** You will supervise our HR administrator and thus ensure the smooth running of all administrative processes.
- On behalf of the personnel administrator, you will prepare payroll accounting, act as an interface for absence notifications and request evaluations for personnel controlling.

What we want

- Sound **specialist knowledge** of human resources management (e.g. through a degree in business administration/HR, a degree in business administration with a focus on human resources or comparable training)
- **Three years of professional experience** in human resources
- Sound basic knowledge of labour law in order to provide our managers with

Hiring organization

IMS Kommunikationstechnik GmbH
Leipzig

Employment Type

Full-time

Beginning of employment

immediately

Duration of employment

indefinite

Job Location

Baalsdorfer Straße 180, 04319,
Leipzig, Saxony, Germany

Date posted

15. September 2025

competent advice

- **Organisational talent** and a high level of **quality awareness**: you can structure yourself and your topics perfectly and ensure that our human resources processes are implemented smoothly
- **Strong communication skills** and openness: you are not afraid to actively request input from managers and at the same time see yourself as their 'sparring partner'
- Enjoyment of **process optimisation**: you are keen to further professionalise our already defined processes and adapt them to new requirements
- **Team spirit** and motivation: we are on first-name terms within the company, maintain a relaxed atmosphere and are nevertheless performance-oriented

What you can expect from us

- Strong corporate culture: We focus on people – resulting in low staff turnover, strong team spirit and active employee retention.
- Influence & creative freedom: You can review and optimise existing processes – your ideas are explicitly welcome.
- Professional guidance from a human resources administrator: Together, you will put human resources issues into practice.
- Attractive benefits:
 - Company supplementary health insurance
 - Company pension scheme with dynamic adjustment based on length of service
 - Special payments depending on operating results
 - Kindergarten allowance
 - Home office by agreement
 - Flexible working hours
 - Holiday entitlement: 29 days
 - Joint company celebrations and team events
- Further development: We support you in your professional and personal development (e.g. through training courses, seminars, conferences).
- Security & prospects: Permanent employment contract in an established, growing company in Leipzig.

Curious?

Then apply now and become part of our team! Please send us an email with a short CV to karriere@imskt.de.

If you have any questions in advance, just give us a call. We will be happy to advise you on your application.

Your contact person

Denise Matthes, HR Administrator

Tel: 0341/22 69 10 10, Email: karriere@imskt.de

We look forward to getting to know you and shaping the next chapter of our HR work together!