

HR Manager

Location: Germany

Reporting to: Country Manager, Adven GMBH and Group Head of HR

Overview:

Adven GmbH is a German subsidiary of the Curaleaf International Group. We are a European producer of medical cannabis and a specialist in natural cannabinoids. Our goal is not only to meet the rapidly growing demands of a new and exciting industry, but also to shape it with innovative products for the benefit of patients.

We are looking for an experienced and HR Manager to work with the Adven team in Germany. The HR Manager serves as a key manager in the smooth running of the German office and all employees within it.

Responsibilities:

- Lead full-cycle recruitment for all positions based within the Germany office including:
 - Build and manage a pipeline of candidates.
 - Prepare job descriptions and ensure staff approvals forms are completed for each role.
 - Post job adverts on the company website, LinkedIn and other paid career sites.
 - Make sure all candidates, direct and agency, are added to company HR system and moved through the relevant recruitment steps e.g. screen, recruiter interview, hiring manager interview etc.
 - Take part in preliminary interviews for all job roles
- Conduct employee orientation and manage all new hire and employee exit processes and processes in coordination with functional departments
- Maintain knowledge of legal requirements and government reporting regulations affecting human resources functions; and ensures policies, procedures and reporting are compliant with these regulations
- Maintain and be first point of contact for the company HR Information System

- Maintain employment files and support absence management processes.
- Process payroll for Germany in a timely and accurate manner
- Provide monthly and quarterly reports to support HR and accounting relative to employment changes, vacation accrual, and headcount.
- Office management including managing office supplies, facilities

Skills and personal profile:

- 5 years HR experience, ideally standalone
- Strong recruitment experience
- Fluent in both German and English language
- Excellent stakeholder management
- HR system experience
- Strong experience of German employment law and employee related issues
- Attention to detail
- Collaborative