



Office Manager and HR Assistant (m/f/x)

 **LOCATION**
Madrid

 **COMPANY**
ARRK Engineering GmbH

 **CONTRACT TYPE**
Full-time

 **Form of Work**
Office

WHAT TO EXPECT

At ARRK Engineering we are looking for an Administrative & HR Assistant to help manage all labour and employee related issues. Our office in Madrid is continuously growing and we need a motivated, structured and communicative person with good English skills and knowledge of labour law to support us in labour matters and to act as a bridge between the German office and the Spanish office.

Please send your documents in English.

YOUR TASKS

- Main point of contact for employees of the Spanish offices, providing comprehensive administrative and HR support.
- Coordinate and book employee travel to Germany, ensuring smooth logistics and planning.
- Administer employee benefits platforms (e.g., Coverflex) and ensure accurate reporting.
- Review and maintain employment contracts, ensuring accuracy and compliance, while coordinating closely with our external payroll partner to support smooth salary processes.
- Organize, track, and manage employee trainings, onboarding, and development programs.
- Close cooperation and coordination with the Human Resources department in Germany
- Prepare reports and documentation for management and the finance department.
- Process invoices and assist with financial reportin

YOUR PROFILE

- Completed commercial or business education
- Several years of professional experience in assistance and HR topics
- Good knowledge of Spanish labour-related issues
- Excellent verbal and written skills in English and Spanish (German is a plus)
- Organisational talent and ability to work independently
- Discretion, reliability, and strong communication skills
- Confident handling of MS Office and digital platforms

YOUR BENEFITS



Exciting projects



Employee events



Attractive salary



Car leasing discount



Free fruit



Pleasant working atmosphere

APPLY NOW

**CONTACT**

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ARRK Engineering is part of the international ARRK group of companies and specialized in product development. Within the ARRK group of companies we implement product developments from virtual development to prototypes and small series production.

For reasons of simplification, only the masculine form is used in this job advertisement. However, persons of any gender and any orientation are always meant equally.

Our job offer is equally directed at severely disabled persons and persons of equal status.