

# BURTON



Burton is more than just a snowboard company. We strive to offer the best experience for our team members, cultivating growth and inspiration and creating an environment characterized by collaboration, empowerment and diversity. Therefore, we are looking for a new team member who shares our passion, is willing to grow, dream, think big and see the world through our employee' eyes.

For our European Headquarters in Innsbruck we are currently looking for a

## **HR People & Culture Coordinator** (m/f/d)

### **THE PRIMARY RESPONSIBILITIES FOR THIS POSITION ARE:**

- Support Burton Europe's talent acquisition processes incl. posting new job openings, pre-screening applications and interviewing candidates
- Guide new hires through the onboarding experience, ensuring a smooth introduction to the organization
- Organize various company events, team building activities and trainings
- Assist in the organization of learning & career development programs
- Implement new HR-IT-tools including maintenance and further development
- Responsible for administrative tasks including application management, preparation of reference letters, administration of internal policies & guidelines
- Oversee all employee benefits and constantly evolve initiatives to foster the best employee experience

### **ESSENTIALS FOR THIS ROLE ARE:**

- Bachelor's degree (preferred in the field of human resources) or min. one year of work experience in a similar role
- Strong interest in current HR trends, strategies and best practices
- Fluent in German and excellent English speaking and writing skills
- Ability to constantly switch between administrative, people-oriented and creative tasks
- Communicative, structured and proactive personality with a hands-on mindset
- Strong Microsoft Office computer skills
- Affinity for the snowboarding/outdoor lifestyle

### **OUR OFFERING:**

- Working as part of an international team sharing the love for snowboarding and the great outdoors
- Flat hierarchies and a vivid atmosphere (in-house yoga, company riding days, office dogs, etc.)
- Competitive, rewarding compensation package, depending on your qualifications and experience min. gross € 32.000 p.a.

We are looking forward to receiving your CV and cover letter!

Email: [jobs@burton.at](mailto:jobs@burton.at)