

Is HR your passion? Are you a team player? Would you be up for joining a fast-growing international software company with highly skilled staff and customers across the globe? Then this might be the right job for you: **Beyond Now** is an international leading ecosystem orchestration and digital platform provider, powering organizations to launch new services at speed and grow revenue in an era of cloud, IoT, AI and 5G by utilizing our digital platform and SaaS BSS. We're building our team with the best people, and that's where you come in.

## HR Operations Manager (m/f/x)

8141 Premstätten (AUT) | fulltime | Immediate Start | hybrid

### What you'll be doing:

You'll oversee the successful execution of HR processes to drive an efficient and optimal employee experience – hands on, together with the Austrian HR Team:

#### – Team Coordination and HR Operations:

- Lead, drive and coordinate operatively HR for AT.
- Take on the disciplinary and functional responsibility for HR fields along the employee life cycle (eg. payroll, negotiating salaries & benefits, compensation and labour regulations, HR reporting, processes, policies, time management, contracting, personnel development programs, offboarding)
- as well as the disciplinary responsibility for recruiting, onboarding, Employer Branding.
- Make sure that HR team can work in their field of expertise independently and effectively and provide guidance

#### – HR Systems, processes - think globally, act locally:

- Establish, monitor and optimize internal HR systems, processes and databases
- Liaise and manage third party HR operations service providers
- Focusing on streamlining, automating and standardising HR

#### – Interface:

- Report to the interims HR Director, collaborate with HR team in Ireland and interact with people globally
- Advise managers and C-Level in all areas of people management and organisation
- Supervise employee engagement, Performance Management processes in conjunction with line managers
- Oversee & report on HR metrics including people related risks and compliance
- Act as a consultant to managers and staff regarding policies and procedures and address employees' queries

### What you bring to the role:

- Completed study in commercial/technical education, business administration; Qualification in HRM or relevant field
- Mind 5 years proven work experience as an HR Operations Manager, HR Administration, HR Manager or similar role
- Experience in team/project management is a must, across other international locations is an advantage
- Good knowledge of payroll accounting and Austrian labour law with ability to learn and navigate other countries
- Knowledge of IT collective agreement is an advantage
- Experience designing compensation and benefits packages and Knowledge in developing company policies
- Knowledge of MS Office (especially Excel) and hands-on experience with HR Information Systems (eg. SAP)
- Strong interpersonal skills as well as analytical and decision-making abilities
- Persuasive and clear communicator – in English and German (verbal and written)
- Structured, proactive and independent way of working, especially in a team - coupled with accuracy and reliability
- Service orientation and open for change in an agile and fast-paced work environment

### What's in it for you:

- Beyond Now Benefits:



NO CORE TIME  
HOME OFFICE



MEAL  
VOUCHER



JOB  
TICKET



FREE ENTRANCE  
SCHWARZLAKE



FREE  
PARKING



EVENTS &  
GIFTS



ONBOARDING &  
BUDDY



TRAINING &  
DEVELOPMENT

- With our comprehensive onboarding- and buddy program, you will quickly become part of the team.
- Good cooperation and togetherness are essential elements of our company philosophy.
- The variety of tasks and the opportunity to develop professionally make the job exciting.
- A minimum salary of € 62.370,- gross per year (all In) is indented. However, we offer a salary in line with the market, depending on your specific qualifications and experience.
- Find out more about us and what else is in it for you on our [website!](#)



We are looking forward  
to your online application!

Apply online now!



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