



With the launch of new wireless technologies like 5G, the explosive growth in the Internet of Things (IoT), and the continued penetration of smartphones worldwide, there's never been a more exciting time to work in digital wireless.

American Tower is a Fortune 500, S&P 500 and Forbes Global 2000 company that provides the infrastructure for modern digital communications. We have operations in the major markets of the Americas, Europe, Africa and Asia.

We've experienced exceptional growth over the past decade and our outlook for the future is strong. If you like being in the middle of where things are happening, this is the place for you.

We are currently seeking a **Human Resources Manager** in our Ratingen, Germany offices.

SUMMARY:

The Human Resources Manager is responsible for defining the local HR strategy and implementing all HR operational activities in support of the global and local Company's HR strategy. The person in this role will partner with internal stakeholders to assist them in fostering a work environment with a high performance culture, demonstrating the American Tower core values and driving a cultural transformation. Key responsibilities include: supporting and training on our performance management program, defining competence development plans and methods to enable a successful transformation, best talent acquisition, managing the regular HR processes such as annual review and talent management processes, new employee training and providing coaching to managers. The Human Resources Manager works closely and proactively with the CEO, management team and employees to ensure the organizations strategic goals and performance objectives are met.

ESSENTIAL DUTIES:

- Implements Human Resources programs by driving Human Resources services, including talent acquisition, payroll processing, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, Policy management, succession planning, employee relations and retention, and labor relations.
- Leads recruitment process by sourcing and evaluating CVs, liaising with agencies when appropriate, scheduling interviews and finalizing offers with candidates.
- Facilitates new hire onboarding process i.e. present the new employee(s) with relevant paperwork to ensure they are completed and signed off on their first day of reporting to work, including ID badges and new hire orientation.
- Improves manager and employee performance by identifying and clarifying gaps and problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees, tracking progress to secure success or adjust plans.
- Provides coaching to management on addressing a variety of employee issues such as performance while effectively mitigating business and company risk.
- Facilitates training programs such as New Hire Orientation, New Manager Training, Performance Management Training, and other Human Resources related training.
- Coordinates the annual performance review process and partners with management to ensure that all employees are provided clear and consistent feedback on performance. Secures on time execution of needed tasks.
- Provides reporting and analysis on key areas such as turnover, exit data, recruiting, training etc. and recommend interventions for areas which require improvement.

- Complies with Labour Law requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee Fusion records and works with global HRIS team on reporting and data accuracy.
- Updates the organigram when changes occur.
- Follows-up with employees to ensure that all scheduled/assigned training programs offered by the Employee Development Centre are completed within the allocated/stipulated time frame.
- Vendor management and contractual administration (in alignment with the Head of Legal; incl office and related aspects). Reviews existing recruitment and HR related contracts to negotiate competitive and fair pricing.

OTHER:

- Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

- None

QUALIFICATIONS AND SKILLS:

- Ability to interpret, analyze, and explain the official framework employment regulation.
- Experience aligning HR goals and objectives with the businesses goals, combined with a strong understanding of business concepts and key business drivers.
- Strong decision making skills and a bias for action.
- In-depth knowledge of the German employment laws and remains up to date with any new employee specific legislation passed.
- computer skills including Microsoft Office suite.
- Strong follow-up skills; ability to organize applicable department timelines and follow up with internal and external customer needs as needed.
- Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively.
- Strong organizational skills; ability to accomplish multiple tasks within the agreed upon timeframes through effective prioritization of duties and functions in a fast paced environment.
- Strong track record of building and maintaining solid relationships with both internal and external customers and vendors.
- Self-motivated, able to work both independently to complete tasks and respond to department requests as well as collaborating with others to utilize resources and knowledge in identifying high quality solutions.
- High accuracy and attention to detail.

EDUCATION AND EXPERIENCE:

- A Bachelor's degree in Human Resource Management, Business Management, Sociology or Psychology is preferred.
- Minimum five (5) years progressive HR experience working with employee relations, selection, organizational change, talent management and training.
- Previous experience with Oracle HRIS helpful but not required.
- Fluency in English required.

ENVIRONMENT:

Approximately 100% performed in climate-controlled internal office environment working under normal office conditions. Approximately 5% travel may be required in support of the position's responsibilities.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands and fingers to feel and handle, reach with arms and hands, talk and hear.

ADDITIONAL:

We are a dynamic organization in a rapidly changing industry. Accordingly, the responsibilities associated with this job will change from time to time in accordance with business needs. More specifically, the incumbent may be required to perform additional and/or different responsibilities from those set forth above.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

The incumbent must be flexible as there may be workweeks that require more than 40 hours to ensure the position's expectations and responsibilities are met.

All interested candidates are asked to send their CVs to careers.germany@americantower.com