

## HR Graduate utility scale energy storage EMEA

### JOB DESCRIPTION:

Trina Solar is an internationally recognized solar energy company. Our growing global presence includes regional headquarters in US, Japan, Switzerland and China with offices in Madrid, Munich, Milan, the UK, San Jose, Seoul, Tokyo and Shanghai, to provide our customers with timely, reliable service.

As Trina Storage continues to expand its capacity, Trina Storage is looking for talent who is passionate about energy storage. From research and development to sales and marketing to manufacturing and operations, Trina Storage looks for people who thrive in exciting, challenging and dynamic work environments to become a part of our dedicated team of professionals and contribute daily to bringing clean, reliable and cost-effective solar energy and storage solutions to customers around the globe.

For our team in Munich, we are currently looking for an HR Graduate. The Graduate will be involved in a variety of projects and processes in a global, fast-paced environment. This is an excellent opportunity for a Graduate with a strong HR affinity to join an international team and gain the first experience in a broad spectrum of HR responsibilities.

Join us and our mission to promote and develop solar energy as a source of clean, renewable energy for all.

### Responsibilities:

- Administrative handling of all HR processes
- Participation in global HR projects
- Source candidate profiles for positions in Europe in the energy storage sector
- Processing of entry and exit formalities and drafting of contracts, provision of new joiners' documents, general personnel administration
- Creation of job references and interim references
- Registration and processing of cases of illness and accidents in cooperation with the insurance company
- Support performance management and bonus calculations
- Support the Head of HR in different administrative tasks

### Requirements:

- University Degree (Economics, Psychology, Behavioral Psychology)
- Strong team player with good cross-culture skills
- Good administrative and organizational skills
- Strong computer skills (MS Office)
- Reliable and supportive
- Strong analytical and communication skills
- Excellent problem-solving ability

Languages: Fluent in English and German. Every other language is a plus

If you are interested in this opening, please provide your resume in English. Applications without an English CV will not be considered.