

# HR Administrator

This is an exciting opportunity to join a newly created Humans Resources function across the NKT Photonics (NKTP) facilities in Denmark and Germany. NKT Photonics is a dynamic, international high-tech company with R&D and production sites in DK, UK, and GE, plus a handful of sales companies in US, Europe, and Asia.

NKTP is looking for an experienced HR Administrator that supports the business and contributes to the development of the HR function to become an effective and efficient support function. You will experience a unique opportunity to deploy all of your previous HR experiences as well as being part of a high tech company with many contacts internally and externally. Your location will be in Birkerød, Denmark and report to the HR Manager, Europe.

## Job Summary

You will be delivering efficient and effective HR services to the managers and employees in Europe. The scope includes all aspects of HR services such as, but not limited to, recruitment, performance, learning and development, reward, employee relations, and compliance, as well as policy and procedure.

## Responsibilities

- HR administration and coordination
- Employment contracts and compliance
- HR database and personnel files
- Planning and administration of recruitment activities
- Learning and development activities
- HR analytics and reporting
- Absence management
- Support various companywide HR related activities

## Qualifications

- At least 4-5 years of hands-on administrative experience in HR
- Working knowledge of employee relations and labour law
- Experience of planning and prioritizing
- Excellent communication and interpersonal skills
- Focus on quality and adherence to details
- Experience with Microsoft Office
- Fluent in Danish and English

Please send your applications in English marked "HR Administrator" to [careers-dk@nktphotonics.com](mailto:careers-dk@nktphotonics.com) as soon as possible as we start the interviewing process immediately.

*NKT Photonics is the leading supplier of high performance fiber lasers and photonic crystal fibers. Our main markets are within imaging, sensing and material processing. Our products include pulsed lasers, such as supercontinuum sources, low noise fiber lasers, distributed temperature sensing systems and a wide range of specialty fibers. NKT Photonics has its headquarters in Denmark with sales and service worldwide. NKT Photonics is wholly owned by NKT Holding*