



Human Resources Manager

RailNetEurope (RNE) is an association of European Infrastructure Managers (IMs) and Allocation Bodies (ABs) with the common goal of facilitating international traffic on the European rail infrastructure and increasing the efficiency of the IMs'/ABs' processes.

Detailed information can be found on RNE's website: www.rne.eu

Your duties / responsibilities

- Management of all HR related processes (contract creation and amendments, onboarding and offboarding, termination of employment, etc.) at the RNE Joint Office
- Support the management in all aspects of operational HR Management
- Contact person for labour law questions/issues for employees and management
- Communication with public authorities (e.g. social insurance) and tax consultant
- Implement and monitor HR-related initiatives/projects to improve HR processes
- Support in negotiations with Works Council
- Responsibility for salary management and interface to payroll accounting
- Design of personnel development measures
- Preparation of presentations, evaluations (ad hoc analyses) and reports in the area of HR management as well as support in budget preparation, monthly and annual financial statements

Your qualifications & skills

- Bachelor's or master's degree, ideally with a focus on HR
- At least 5 years of relevant professional experience in a comparable HR generalist position
- Good knowledge of Austrian labor law, preparation of labor law documents, willingness to familiarise yourself with cross-border issues (e.g. secondments)
- Ability to work in an international context and very good German and English language skills
- Experience with Work council collaboration is a plus
- Familiarity with BMD NTCS (modules CRM and Timerecording) is considered a plus
- Hands-on mentality: you are creative, innovative and well organised
- Structured and independent way of working with a problem-solving attitude
- Proactive, diligent and precise way of working

- Good MS Office skills (Excel, PowerPoint, Word)
- Friendly character with excellent communication and support skills, with the ability to work well in a team environment
- Used to working under time pressure, ability to prioritise

What we offer

- The annual gross minimum wage for this position is € 55.000, - (full time – 40h/week), with willingness to negotiate overpayments in line with the market, depending on experience and qualifications.
- Up to 50% home office to maintain a good balance between work and leisure time
- A brand new modern and fully accessible office
- A friendly and cooperative team with interesting projects
- Individual development opportunities in an international company
- Company mobile phone of your choice with possibility of private usage
- Lunch deal with our neighbouring restaurant, Quartier Sechs

The tasks and responsibilities may change depending on the objectives and organisation of the association.

Candidates shall be available as soon as possible. If you have any questions regarding the position, please feel free to contact us.

Your benefits



attractive salary



up to 50% home office



modern working environment



mobile phone of choice for private use



lunch deal at Quartier Sechs



working in a sustainable industry

Are you interested in the position?

Please, send your CV together with a letter of motivation (including possible starting date and salary expectations) to Ms Elisabeth Hochhold:

Elisabeth.Hochhold@rne.eu.

Contact Person



Ms Elisabeth Hochhold

Head of Legal,

HR & Sales

+43 676 55 345 31

Elisabeth.Hochhold@rne.eu

GDPR note:

Your job application requires submission of personal information to RNE. According to our internal rules, the RNE Managing Board shall appoint the staff of the Joint Office in Vienna. As an association of more than 30 companies around Europe, RNE members provide their funding and are involved in its operations. With this said we inform all job applicants about the above particularities. Therefore, RNE human resources personnel (or HR agency on its behalf) and RNE management considering your application and RNE members will have access to your personal information included in your CV. This is our way to find a balance between transparency in our organisation and your privacy. Thus, the applicants are explicitly asked to consent to this and with the submission of your job application, we consider you agree and give explicit consent on the above distributions of your CV to the RNE Managing Board members and the GA representatives. In other words, by submitting your application, you consent to the processing of your personal data in the above way, and if hired, to the ongoing processing of your personal data for administrative purposes in connection with your employment.