

VN 26/11 Human Resources Coordinator

The Human Resources Division is responsible for the definition and implementation of employee policies and for the management of HR processes, including planning and financial aspects and supports the entire employee life-cycle including recruitment, learning and development, performance and reward management and employee relations for approx. 700 employees.

Within the HR Division, the team of Human Resources Business Partners (HR BP) ensures the delivery of harmonised HR business processes, services and advice to the managers and staff of all EUMETSAT departments, and provides support to the management on HR projects, formulation of HR policies and cross-organisational HR activities.

Reporting to the HR Business Partner Manager, the Human Resources Coordinator provides administrative support to the HR Business Partner team, while also having an active role in many operational HR business processes such as recruitment, learning and development, sickness and worktime management and contributing to various HR projects. The successful candidate will closely interact with other teams within the HR Division to ensure that HR business processes are implemented in accordance with established rules and procedures.

Duties

- Act as the administrative coordinator inside the team of HR Business Partners for regular activities and processes and as the administrative link to other HR service teams (Recruitment, Administration, Learning & Development) and to management / staff of the organisation;
- Together with the HR Business Partner Manager, provide support and coordination for the HR BP team meetings
- Provide support for the coordination and implementation of organisational development initiatives / projects and departmental/divisional reorganisations, tracking actions and preparing associated letters and supporting system changes;
- Support and coordination of long-term sick leave management cases by preparing key correspondence for staff



LOCATION

Darmstadt,
Germany



QUALIFICATIONS

Full secondary education with subsequent professional qualifications in the field of HR (e.g. CIPD or similar qualification).



LANGUAGES

The official languages of EUMETSAT are English and French. Candidates must be able to work effectively in English and have some knowledge of French. Working knowledge of German would be an advantage for liaising with local suppliers and contractors.



DEADLINE

26 March 2026

and other meetings under the umbrella of the HR BP team, preparing agendas, collecting salient inputs, maintaining meeting tool, following annual milestones and tracking associated actions;

- Coordination and implementation of learning and development activities for individual staff and teams/groups, including advising staff and management on learning needs, preparing and managing departmental training plans and ensuring their effective implementation by booking interventions and liaising with suppliers, as well as administering and coordinating associated L&D initiatives (i.e. Mentoring programme);
- Coordinate the recruitment and administration of University Internship and/or Student Practicum programmes;

and EUMETSAT Medical Officer, and coordinating other associated administrative aspects;

- Maintain and further develop a dashboard of key HR metrics relating to sickness-absence, working time, learning & development, succession planning;
- Administer, and support the further development, of HR management tools and software applicable to the HR BP team (i.e. SAP, Confluence, Cornerstone etc.);
- Act as back-up for other members of the HR Division as needed (i.e. secretariat, recruitment coordinator).

Skills and Experience

- Relevant experience working as an HR generalist or coordinator in a business-facing role, preferably in an international environment;
- Experience operating within a project-based environment, working towards defined goals/milestones;
- Confidence and ability to engage, communicate and build relationships at all levels within an organisation while maintaining a customer service approach;
- Excellent writing skills in the English language, including report writing and drafting of sensitive HR correspondence;
- Experience working with large volumes of HR data and transforming this into useful metrics and dashboards for organisational management;

- Excellent interpersonal skills and team player with can-do attitude;
- Strong experience of using HR information technology (e.g. SAP HR and Financial modules, or an applicant/talent management system) as well as strong knowledge of the Microsoft office suite (MS Word, Excel and PowerPoint).

Employment Conditions

The initial contract will be of 4 years' duration, with subsequent 5 year contracts being awarded thereafter, subject to individual performance and organisation requirements. There is no limit to the amount of follow-up contracts a staff member can receive up to the EUMETSAT retirement age of 63 and there are certainly opportunities to establish a long career perspective at EUMETSAT.

This post is graded B3/B5 on the EUMETSAT salary scales. The minimum basic salary for this post is EURO 5,030 per month (net of internal tax but excluding pension contribution and insurances) which may be negotiable on the basis of skills and experience. The salary scale provides for increments on the anniversary of taking up employment, and scales are reviewed by the EUMETSAT Council with effect from 1 January each year. In addition to basic salary, EUMETSAT offers attractive benefits. Further information, including salary details, is available on the EUMETSAT web site.

EUMETSAT is committed to providing an equal opportunities work environment for men and women.

Please note that only nationals of EUMETSAT Member States may apply. The EUMETSAT Convention requires that Staff shall be recruited on the basis of their qualifications, account being taken of the international character of EUMETSAT.

About EUMETSAT

EUMETSAT is Europe's meteorological satellite agency. Its role is to establish and operate meteorological satellites to monitor the weather and climate from space - 24 hours a day, 365 days a year. This information is supplied to the National Meteorological Services of the organisation's Member States in Europe, as well as other users worldwide.

EUMETSAT also operates several Copernicus missions on behalf of the European Union and provide data services to the Copernicus marine and atmospheric services and their users.

As an intergovernmental European Organisation, EUMETSAT has 30 Member States (Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.)

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