



We are a worldwide leading provider of laser beam projection displays that enable tech giants from Silicon Valley to Asia to unlock their next Augmented Reality revolution.

To support our Human Resources activities, we are looking for a motivated Human Resources Trainee for our Vienna office, with immediate effect.

HUMAN RESOURCES TRAINEE (10 hours/week)
(f/m/d)

Your responsibilities:

- Support Human Resources, especially in the recruiting strategy and process
- Approach potential candidates by using a channel mix (LinkedIn, LinkedIn Sales Navigator, job boards, forums, etc.)
- Screening of applicants
- Coordinate interviews
- Check and file documents
- Correspondence
- Support onboarding process
- You keep up-to-date with new recruiting channels and trends as well as new sourcing techniques

Your qualifications:

- Student in the field of Human Resources or some years of university in Human Resources, psychology or related fields
- Knowledge in talent acquisition systems and reporting tools is a plus
- Organized, responsible, proactive and self-motivated
- Hands-on, can-do and problem-solving mentality
- Ability to communicate effectively and bring new ideas
- Strong interpersonal skills
- Motivation and eagerness to learn and develop new skills
- Passion for recruiting
- Knowledge of spoken and written English (International applicants: Knowledge of the German language is a plus)

Your benefits:

- Being at the forefront of a field that has the potential to change the way we consume information forever
- Working in a dynamic deep tech company
- Flat hierarchies within a young & motivated team
- Space for your creativity
- Flexible working hours
- Possibility to partially work remotely
- Location in the city centre of Vienna

Applicants must have work permission for Austria/EU.

Please email your CV to hr@trilite-tech.com, with reference to the job title. No cover letter required.

We are looking forward to receiving your application.

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