

HR Business Partner (f/m/d)

To strengthen our HR team in Hamburg, we are looking for a pragmatic and hands-on HR BP who combines strategic HR expertise with a strong operational mindset.

Your role spans strategic HR Business Partner responsibilities as well as hands-on operational HR tasks. You act as a trusted advisor to senior leadership while ensuring smooth execution of core HR processes across the employee lifecycle.

Paychex Europe:

Paychex Europe is a leading provider of cloud-based HR, payroll, and workforce management solutions, supporting businesses of all sizes across Denmark and Germany. Our integrated platforms help organizations streamline people processes, ensure compliance, and focus on what matters most – their employees.

Your responsibilities

HR Business Partnering:

- Act as a trusted and strategic HR partner to executive leaders and their leadership teams
- Support leaders in fostering a high-performance culture, strong employee engagement, and sustainable team development in line with Paychex Europe's growth strategy
- Advise and coach managers on all people-related topics, including performance management, employee relations, and organizational development
- Take ownership of complex performance management and employee relations cases, ensuring professional and compliant handling
- Drive and support change and transformation initiatives in a dynamic, international SaaS environment
- Identify HR-related areas for improvement and develop pragmatic, business-oriented solutions
- Design and facilitate leadership development initiatives, workshops, and team sessions

Operational HR & Generalist Tasks

- Ensure smooth execution of operational HR processes across the full employee lifecycle (hire to retire)
- Manage HR administration tasks, including contract management, master data maintenance, and employment documentation, primarily using Paychex' HRIS System
- Support onboarding and retention initiatives in close collaboration with hiring managers
- Contribute to the continuous improvement and standardization of HR processes on local and European level
- Work closely with internal stakeholders (Payroll, Finance,) to ensure efficient HR operations
- Support HR reporting and data-driven decision-making
- Play an active role in local and European HR projects

Our humble expectations

Given the responsibilities mentioned above, we expect people with the following traits, skills and experience to be successful in this role:

- Bachelor's degree in human resources, Business Administration, or a related field, or a comparable commercial background with additional HR qualification
- At least 5 years of professional HR experience, including a minimum of 3 years in an HR role
- Proven ability to successfully balance strategic HR work with operational, hands-on tasks
- Strong knowledge of HR best practices, German labor law, and compliance requirements
- Experience in an international and/or SaaS environment is a plus
- Excellent communication, coaching, and stakeholder management skills, with the ability to build trust at all levels of the organization
- High level of emotional intelligence, pragmatism, and solution-oriented thinking
- Strong analytical skills with the ability to derive actionable insights from HR data

- Comfortable working in multicultural, cross-functional environments with high intercultural sensitivity
- Business fluent in German and English
- Based in Germany, preferably in Hamburg or the greater Hamburg area

What We Offer

- Hybrid working model including modern hardware package
- Permanent full-time position with 30 vacation days
- A collaborative, informal company culture
- High level of ownership and the opportunity to actively shape HR processes in a European, cross-country context
- Optional company pension scheme
- December 24 and December 31 are Days-off
- Corporate benefits and employee offers
- EGYM Wellpass
- Parking facilities at our office in Hamburg

Do you enjoy combining strategic HR work with hands-on execution and want to make a real impact in a growing, international environment? Then we look forward to receiving your application! For questions about the role, please do not hesitate to contact Selina (HR Manager Germany) at shorstmann@paychex.eu. The start date is as soon as possible. Applications will be reviewed continuously, and we'll hire as soon as we find the right person.