



“Small Gift, Big Smile.” It’s more than just a catchy phrase; it’s the foundation of everything we do, and we’re proud to say we’ve been creating smiles for over 50 years.

Best known for global icon Hello Kitty, Sanrio has a portfolio of more than 400 characters, including new characters for EMEA like Gudetama and Aggretsuko and the much-loved Mister Men Little Miss ‘family’. We license a unique collection of branded gifts, stationery and fashion accessory items while collaborating with the most respected companies in the world.

Our EMEA business coordinates the development of licensing throughout Europe, Russia, Middle East, Africa, Asia (for Mr Men), Australia and New Zealand.

An exciting, opportunity has come up on a permanent basis at our office just outside Hamburg to work as

HR Coordinator (m/f/d)

Your Responsibilities

Support the HR Manager in all HR related matters such as:

- Recruitment: Screen applications and schedule interviews
- Document Management: Draft employment contracts, reference letters etc.
- Initiate On-boarding process for new hires and Off-boarding process for exiting employees
- Support in Global Mobility activities such as organising relevant visas
- Coordinate attendance management
- Support in projects such as implementation of an HR system
- Support in labour law queries
- Liaise with other EMEA offices
- General admin tasks

Our Requirements

- HR relevant qualification (apprenticeship or university degree)
- First experience in working in an HR department in an international environment desirable
- Basic knowledge of German employment law
- Fluent in German and English



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- Enthusiastic with a positive, can-do attitude to work independently as well as in a team
- Excellent communication and organization skills
- Excellent standards of accuracy and attention to detail
- Sound knowledge of MS-Office applications

What we offer

- Work for a fun and well-known brand
- Mentoring and career development
- Become part of a friendly team in a good working atmosphere
- A simple reporting line