

## START YOUR CAREER WITH US!

With two sites within the United States, the Klausner Group is among the largest and most efficient producer of softwood lumber in the world. To expand our successful team in the Southeastern United States, we are currently looking for

# Human Resources Trainee

### Duties and Responsibilities

- Perform various functions and duties within the HR Department
- Participate in the recruiting and hiring process
- Conduct interviews
- Prepare & Submit payroll
- Fulfill administrative tasks regarding time management, benefits/insurance and performance evaluation
- Develop and implement new HR practices and procedures
- Resolve general personnel concerns & answer questions

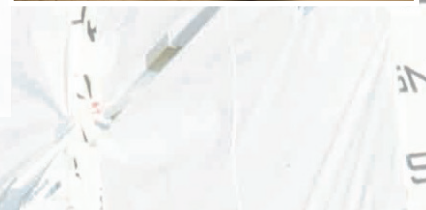
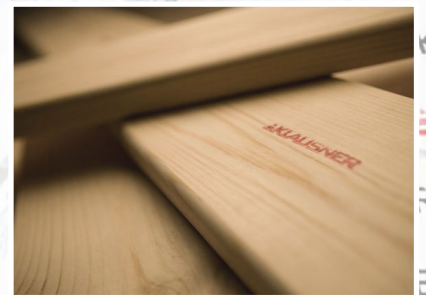
### Requirements

- Business management education
- Good level of IT (MS Office, SAP is of advantage)
- Good social and communication skills
- Ability to act in a confidential and sensitive manner
- Team worker
- Profound English language skills (written & verbal)

### What we offer

- Profound insights into all levels of our Human Resources Department
- On the Job-Training with increasing assignment of responsibility
- Possibility to get to know the American corporate & social culture
- J-Visa (non-Immigrant exchange visitor) issued for 12-18 months
- Possibility of a permanent position at the end of traineeship
- Accommodation in a company apartment
- A familiar togetherness also outside of work

Klausner Lumber is a dynamic workplace with a Start-Up-like working structure. We are looking for someone who comes with great enthusiasm to learn and to take over own responsibilities, as well as the will to adapt to a new culture and working environment. Openness and adaptability is highly appreciated in order to promote a mutually beneficial intercultural exchange within the Team.



Application (english only) to:  
**Klausner Trading USA, Inc.**

Petra Schmidt  
Bahnhofstraße 13  
A-6372 Oberndorf in Tirol

T: +43 5352 602 125  
M: +43 664 602 92 125  
E: [petra.schmidt@klausner-group.com](mailto:petra.schmidt@klausner-group.com)

