

JOB OFFER

HR Coordinator (m/f)

Reference: HR/03/2026/ACC

ACCUMALUX Group is a leading manufacturer of high-quality plastic components, specializing in injection-molded parts for batteries and high-tech products. With production sites in Luxembourg and Europe, the group employs more than 400 employees.



We are recruiting an **HR Coordinator** capable of combining operational HR excellence, strong compliance standards and a hands-on, field-oriented approach. This full-time position is based in Luxembourg.

Your role

Reporting to the Site Human Resources Manager, you act as the operational HR cornerstone, ensuring the reliability of HR processes, the quality of HR data and the consistency of HR practices.

You work in continuous interaction with managers and employees, with a strong focus on compliance, skills development and continuous improvement, in line with the Group's industrial and social standards.

Your key responsibilities

HR administration & social compliance:

- Manage HR administration from onboarding to offboarding, with a high level of accuracy and reliability
- Act as the payroll interface and secure variable pay elements
- Monitor headcount, working time, absences and temporary workforce
- Ensure continuous updates of site structural data and organizational charts

Recruitment & onboarding:

- Actively contribute to the recruitment of key industrial profiles (permanent, fixed-term, temporary and apprenticeships)
- Manage sourcing, pre-selection, interview coordination and candidate follow-up
- Design and deploy robust, compliant and operationally aligned onboarding processes

Training & skills development:

- Actively contribute to the development and deployment of the training and skills development plan
- Monitor mandatory training, safety training, certifications and skills matrices
- Contribute to anticipating critical skills needs and industrial polyvalence
- Manage training administration, budget follow-up and reporting

Manager support & employee relations:

- Actively Provide day-to-day HR support to managers on operational HR topics (organization, discipline, absences, social framework)
- Act as a trusted HR partner for employees, ensuring confidentiality and reliability
- Contribute to maintaining a healthy, structured and demanding social climate

HR projects & continuous improvement:

- Actively Contribute to structuring HR projects: digitalization, harmonization of practices, process optimization
- Participate in audits and compliance initiatives (ISO / IATF)
- Monitor, analyze and ensure the reliability of HR KPIs
- Act as a proactive contributor to HR operational excellence

Profile required

- Master's degree in Human Resources or equivalent
- Minimum 3 years' experience in a generalist HR role within an industrial environment
- Strong expertise in HR administration, labor law and HR processes
- Strong proficiency in HRIS tools and Excel; HR data culture is a plus
- High level of rigor, reliability and confidentiality
- Strong field-oriented mindset and natural credibility with managers and teams
- Ability to thrive in a regulated, demanding and fast-paced environment
- Professional proficiency in French, English, and German in an international context

Why this role is an opportunity

- Strong expertise in HR administration, labor law and HR processes A structuring HR position within a demanding industrial environment
- Strong proximity to operations and decision-makers
- Concrete challenges: compliance, skills development and human performance
- A context that supports HR expertise growth and career development

We offer an attractive environment and the prospect of career development within a solid and rapidly expanding group.