



# FESTO



**20 000**  
employees



**176**  
countries

**25**

years  
in Lithuania



**300**  
employees

Festo Lithuania was established in 1992, in Kaunas city.

We are proud to be specializing in various activity areas. **Festo Sales**, where we represent FESTO production in Lithuania. **Document Processing Centre**, where we offer purchase order handling within SAP for 25 countries. **Competence Centre Services**, where we provide various services to FESTO Group in Germany and other FESTO countries across the world. **Festo SSC Accounting Kaunas**, where we provide various financial documents handling.

## HR Support Specialist

As HR Support Specialist you will provide support for Human Resource department, which is located in Festo HQ.

### We offer

- Attractive working conditions and remuneration package
- Socially responsible international working experience
- Work in a team of Experts
- Development and career opportunities within the company

### Responsibilities

- Answer Applicant Hotline
- Send rejection letters and/ or E-Mails to applicants
- Upload internship descriptions on job board
- Send welcoming E-Mails to new Festo employees
- Maintaining the official Festo HR mailbox
- Approve additional work hours

### Skills required

- University degree
- Excellent written and verbal communication skills in **German (C1)** and good in **English (B2)**
- Strong organizational skills
- Great attention to detail

Let us know about you!

Apply now [karjera@festo.com](mailto:karjera@festo.com) with a subject **“HR Support Specialist”**

Confidentiality guaranteed. Only selected candidates will be informed.