

Job posting

Job title: HR Working Student - Part-Time (20 hours/week)

About us

At **STIHL**, we believe that people are the foundation of our success. As a **family-owned** company with a century of heritage, we've grown into a globally recognized brand by staying true to our values: innovation, quality, and customer focus. Since pioneering the first electric chainsaw in 1926, STIHL has remained at the forefront of the forestry and outdoor power equipment industry, driven by cutting-edge technology and a deep commitment to service excellence.

Commented [RA1]: General overview of the STIHL company - like this it was before.

STIHL Business Services (SBS) is a dynamic and fast-growing organization of the **STIHL Group**, built from the ground up since 2025. As a trusted business partner, we support STIHL entities across Europe with specialized services in Human Resources, Purchasing, Finance & Controlling, IT, and Master Data Governance, helping drive operational excellence, efficiency, and sustainable growth. Located in Oradea, STIHL Business Services operates alongside one of the STIHL Group's newest strategic investments: the first battery-exclusive STIHL production plant worldwide. Learn more about the production facility [here](#).

Commented [AM2]: Agreed with Volker to add a short introduction about SBS to differentiate ourselves+ to make a reference about production facility.

About the Role

STIHL Business Services is looking for a motivated **HR Working Student** to join our **HR Team** on a part-time basis (20 hours/week). This is a great opportunity for a student who is curious about **Human Resources** and wants to gain hands-on experience in an international business environment. You will support our team with day-to-day HR activities, helping us keep our processes organized, responsive, and efficient, while having the opportunity to learn how HR works in practice and gradually develop your HR knowledge and skills.

Commented [RA3]: About the role section - launch the idea of working in the global team for a shared business service and as well the key role & impact of the candidate role.

You're a Great Fit If You:

- You are currently enrolled at a university, regardless of your field of study
- You are interested in Human Resources and eager to learn and develop in this area
- You are available to work part-time, 20 hours per week
- You are organized, reliable, and comfortable with administrative activities

Commented [RA4]: Requirements section with a friendly tone of voice to the second person: here we mention mandatory & nice have technical skills, studies, certifications, soft skills, cultural fit elements.

- You have good communication skills and enjoy interacting with people
- You are comfortable using Microsoft Office tools, especially Outlook, Word, and Excel
- You can communicate confidently in English
- You pay attention to detail and handle information with discretion
- You are proactive, curious, and enjoy working as part of a team

What You'll Be Doing:

- You will support the HR team with day-to-day administrative and operational activities
- You will help manage the HR mailbox, including sorting and organizing incoming requests
- You will support the team in responding to standard employee requests and inquiries
- You will organize and maintain HR documents, files, and information
- You will support different HR processes and recurring administrative activities
- You will assist with data entry, tracking, and updating HR-related information
- You will provide organizational support for HR initiatives, meetings, and internal activities
- You will collaborate with HR colleagues and gradually gain exposure to different HR processes and topics
- You will contribute to keeping our HR activities organized, timely, and employee-focused

What's in It for You:

- Gain hands-on HR experience while completing your studies
- Learn from an experienced HR team in an international environment
- Gain exposure to different HR areas and discover where you would like to develop your career
- Work in a flexible 20-hour-per-week setup designed to complement your studies
- Become part of the growing STIHL Business Services organization in Oradea

How to apply:

Intern | Internal

For more information or to apply for this job, please send us your resume to the following email address: recruiting@stihl.com