

Joboffer dated from 10/20/2025

HR Services Specialist (m/f/d)

Field:	Legal / Human Resources
Type of employment:	Full-time
Entry date:	immediately
Zip Code / Place:	60528 Frankfurt am Main
Country:	Germany

Company data

Company:	Nintendo of Europe SE
Street address:	Goldsteinstraße 235
Zip Code / Place:	60528 Frankfurt am Main



Contact Person

Name:	Katharina Znoj
Position:	Recruiter
Street address:	Goldsteinstraße 235
Zip Code / Place:	60528 Frankfurt am Main

Job description

Level up!

Nintendo Co., Ltd., headquartered in Kyoto, Japan, has been providing a wide range of entertainment products and experiences since its founding in 1889, beginning with the manufacture and sale of Hanafuda playing cards. Since the 1983 release of the Family Computer (Famicom) system in Japan, and continuing through Nintendo Switch 2, Nintendo's focus has been the development, manufacturing, and sale of its gaming systems and software.□

At Nintendo, we bring together employees with a wide range of characteristics and work together towards a common goal – to put smiles on the faces of people all over the world.□

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Tasks

- Point of contact for all general employee inquiry's and conducting all operational HR processes in the employee lifecycle
- Creating and handling of employee documents (e.g. employment contracts, certifications and reference letters)
- Close collaboration with the HR Business Partners and all other HR areas
- Maintaining HR employee master data from entry to exit in the respective HR system SAP
- Handling of the complete recruitment process as well as onboarding and providing first day orientation to new employees
- Preparing legally secure works council documents
- Working and collaborating on HR projects and providing Key User tasks
- Supporting and fostering change management activities and supporting the implementation of harmonised European HR services□

Requirements

- Education or studies in the field of HR or relevant working experience
- Experience in handling HR related administrative tasks
- First experiences with recruitment processes
- Very good knowledge of MS Office as well as SAP HCM (PA, PB, PT, Efile)
- Very good German and English skills, another European language or Japanese would be beneficial
- Organizational strength as well as proactive and solution-oriented way of working
- Key skills for the position are communication, cooperation and customer focus
- Ability to work in a structured, responsible and independent manner as well as willingness to work in a team

□

Are you interested? We look forward to receiving your application in English, including your earliest possible starting date and salary expectation.

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