



HOME OF HR EXPERTS

Ways are made by walking them.  
(Franz Kafka)

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HR factory meeting room: „GREENFIELDS“

## WHO WE ARE

### THE HR FACTORY INTRODUCES ITSELF

The HR factory GmbH is a HR project house, which was founded in 2002 in Munich and is represented Europe-wide by further locations in Tallinn and Vilnius.

We support companies in all aspects of a human resources department according to their needs. We act both operationally and strategically advising in labour-intensive times or as a long-term partner. Our experts deliver ad hoc solutions in various issues: Starting with the tech startup and hidden champions of medium-sized companies, through regional utilities and service companies to global corporations.

We focus on recruiting, active sourcing, personnel administration and learning & development. In addition, we advise our clients through operational knowledge advances in individual HR consulting projects.



# HOME OF HR EXPERTS

## HR EXPERTS

In line with the project, our clients are supported by employees of different expert levels (e.g. Senior HR Expert):

### JUNIOR HR EXPERT

- First work experience
- Focus: operative personnel work
- Basic HR knowledge

### HR EXPERT

- At least two years HR experience
- Focus: operative personnel work
- Advanced HR special knowledge

### SENIOR HR EXPERT

- At least five years HR experience
- Operational expertise & an eye for process optimization
- In-depth HR special knowledge

### HR CHAMPION & KNOWLEDGE LEAD

- Absolute knowledge expert in a defined field
- Always in a position to work strategically and process-improving with the customer
- Innovation Driver & HR Optimizer

## OUR EXPERTS STAND FOR



trust and transparency in the process



collaboration without interfaces



quality in performance



maintaining the individual corporate standards of our customers

## HR EXPERTISE

Our expertise is based on personal experience and knowledge advantages from various customer projects and the curiosity of each individual at HR factory to enter into active dialogue with both internal and external staff.

## HR PROJECT HOUSE

### HR PROJECT HOUSE




The project house gives a first insight into our portfolio. The passion and core competence of our experts lies in the individual HR disciplines, which we place profitably in an overall context for our clients. Thanks to the continuous exchange of experience both internally and externally, our employees always have their finger on the pulse and multiply their HR know-how.



HR factory project house

### PROJECT WORK

This means for us

-  expertise at the touch of a button: change by our experts on the first day
-  a contract form adapted to your ideas with the possibility of on-site or remote use
-  efficient and fast implementation at the level of experience you require

In addition, we also advise you on other HR topics and pursue the claim of a practicable and user-oriented solution, which is individually tailored to your needs and special features. By this we mean, for example:

- process definitions
- process optimisations
- software implementations

## SERVICES



### HR ADMINISTRATION

We offer you HR Admin experts who support you strategically and operationally in your HR everyday life or your individual projects. In addition to identifying the appropriate model for cooperation, we also provide professional administrative support in HR day-to-day business. In line with your corporate culture, we contribute to a successful employee experience from the exchange of experts with your internal HR to virtual employee support.



### RECRUITING

We offer you recruiting experts who will enable you to act as quickly as possible. In addition to the end-to-end support of the recruiting process, support is also possible in some areas. We see ourselves as a sparring partner and are there to advise you and your specialist departments. In line with your corporate culture, we also contribute to a successful candidate experience from the first contact to the final decision – fully integrated into the existing team or on remote.



### HR CONSULTING

The human resources department of every company has different strengths and weaknesses. This is where we come in. We analyse companies and find out whether the company objectives and the HR methods used are consistent.



### SPOTLIGHT LEARNING

We want to make your learning one step better. Therefore, we offer a workshop to illuminate your personnel development holistically and to clarify your strengths and potentials. Concrete recommendations from the benchmark of other companies round off the workshop. In this way you can position your personnel development even better and offer your target group even more attractive offers. You can book each module individually or in combination with other modules.



### LEARNING & DEVELOPMENT

Personnel development faces various challenges. With the flexible Learning Designer, HR factory offers a suitable counterpart at junior or senior level. Junior Learning Designers support administrative and operational tasks, e.g. the organisation of training/change events. Senior Learning Designers provide support in conceptual -strategic tasks, e.g. in the development of a self-directed Learning Journey, or advise on the consolidation of the trainer pool in order to identify potential savings.



### ACTIVE SOURCING

We offer you Active Sourcing experts who support you strategically and operationally with your individual vacancies. In addition to the identification of suitable candidates, we also ensure an adequate candidate approach. In line with your corporate culture, we contribute to a successful candidate experience from the first contact to the selection of candidates by telephone.



### HR PEAK SUPPORT

Using the example of recruiting: With the help of briefing discussions with customers, we can determine which of the technical and methodological competencies required for the respective position are required. Our experts manage all recruiting channels as well as complete application management, including interviewing, decision-making and professional support through to onboarding.

# REFERENCES

„Thanks to HR Factory, we were able to bring recruiting support from outside into our team at very short notice. On the one hand, this directly relieved our recruiters. At the same time, we were able to fill a higher number of positions at the same time. We were particularly impressed by the professionalism of the HR Factory colleagues who joined our team and who were a real enrichment and full support for us from day one. We are delighted to have HR Factory as a strong partner at our side, whom we are happy to recommend to others“.

Anita Niemeyer  
(Head of Recruiting)



„At Geox, we faced a major challenge at the beginning of the year: many different, unpredictable issues converged in our HR department, resulting in a greatly increased workload. The HR factory was able to support us here particularly quickly, uncomplicatedly and with a high degree of customer orientation. During this time, the HR Expert became an integral part of the team and helped us with great commitment to deal with the issues as quickly as possible and in the best quality. We will always fall back on the many years of experience of the HR factory“.

Brigitte Ederer  
(HR Generalist DACH)



„HR factory, I have come to know [...] in recent years as a very good partner for recruiting, especially in my role as Vice President HR EMEA & Americas for Amer Sports. I particularly appreciate the high flexibility of the HR factory team, the ability to integrate and adapt into a dynamic structure and to jointly introduce a Europe-wide standardized and goal-oriented recruiting process“.

Anja Wolf  
(Vice President HR EMEA & Americas,  
Amer Sports Europe Services GmbH)



„Due to the excellent and efficient service of the HR factory, it was possible to reduce the seminar prices for our participants“.

Michael Paukner  
(Executive Learning Manager, Allianz SE Academy)





# HR EVENTS

## HR TALKS

Learning is like rowing against the current. If you stop, you drift back.  
(Laozi)

herefore we use different formats such as HR barcamps, impulse lectures or (creative) workshops for knowledge transfer. About once a month we hold events on state-of-the-art recruiting and sourcing, innovative learning formats, labour law and other relevant HR topics. Influential speakers enrich our events with interesting theses and lectures. Dialogues and controversial discussions are stimulated and new ideas are generated.

For us, a mindset that values learning is a matter of course. We bring this into our customer projects on a daily basis and actively promote the further exchange of knowledge.

Because knowledge is there to be shared!



You should never have so much to do,  
you don't have time to think.  
(Georg Christoph Lichtenberg)



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