



HR GENERALIST. BARCELONA, SPAIN

We are looking for an HR Generalist in Barcelona, Spain, who will act as a trusted day to day partner to managers on people related matters in a unique and dynamic aviation environment. In this role, you will help leaders navigate employee situations in a practical and compliant way, while also managing core HR administration across the employee lifecycle. We are looking for someone with solid knowledge of Spanish labour law, sound judgment and a hands-on approach to HR.

What you will be trusted with:

- Guiding managers through performance issues, disciplinary matters, absence cases, employee conflicts, grievances, workplace concerns and other sensitive situations, ensuring a fair, practical and compliant approach.
- Supporting managers in performance management, employee development, team-related people topics and day-to-day leadership situations, while contributing to engagement initiatives and a positive, high-performing work environment.
- Ensuring People processes are aligned with Spanish labour law, internal policies, company standards and documentation requirements, while identifying and escalating potential risks when needed.
- Managing core HR processes such as contracts, amendments, onboarding, offboarding, employee records, working time information, holidays, benefits and internal documentation.
- Coordinating payroll-related information, maintaining accurate employee data, reviewing documentation, preparing reports and ensuring that HR records are reliable, updated and audit-ready.
- Supporting managers with hiring needs when required, including coordination support in other hiring cases.

What we value in this role:

- Has a Bachelor's degree in Labour Relations, Human Resources with strong labour law content, or similar field.
- Has solid understanding of Spanish labour law and employment compliance requirements.
- Has previous experience in an HR Generalist, People Manager, HR Operations, Employee Relations or a similar role.
- Has experience in HR operations, employee lifecycle processes, payroll inputs, documentation, absence management, performance matters and employee relations cases.
- Builds trust, communicates clearly and is comfortable advising, coaching and collaborating with different stakeholders.
- Works independently, takes ownership and handles day to day HR matters in a structured, reliable and practical way.
- Uses sound judgment, understands context and can approach people matters in a practical, balanced and compliant way.
- Can prioritize effectively and manage multiple HR topics in parallel.
- Is comfortable working with Microsoft Office 365 tools, digital systems and HR data.

- Is curious, open to improvement and motivated to find more efficient ways of working.
- Has a good command of English and is comfortable using it in a professional environment.
- Has experience working in a multi-site or international environment (advantage).
- Has previous exposure to disciplinary processes, employee representative matters, legal advisors, labour inspections or complex employee relations cases (advantage).

What we offer you:

- A broad and impactful HR Generalist role in an international business environment.
- Private health insurance after 3 months with the company.
- Additional vacation days based on seniority after 2 years with the company.
- Hybrid work options in line with company policy.
- A Wellness Day to take care of yourself and a Birthday Day to celebrate.
- Mindletic mental wellbeing support.
- An entertainment flight in a full-flight aviation training simulator.
- A modern and convenient office space in Gava, Barcelona.
- Parking space at the company campus.
- A structured onboarding plan to help you settle in smoothly.
- An international and multicultural environment in a unique and dynamic aviation industry.
- Opportunities for professional growth and career development.

Salary: from 2200 € to 2900 € (brutto)

BAA Training is one of the TOP 3 biggest independent aviation training centres in Europe providing a full scope of aviation training solutions on both – B2B and B2C levels. We are accelerating with the ambitious expansion in Europe and Asia and working with clients from 96 countries. Our mission is to provide aviation community with highly-qualified aviation professionals.