



Application process

All vacancies can be found on our homepage www.grs.de. Please send your application by e-mail to karriere@grs.de or by post to:

GRS gGmbH
Human Resources
Dr. Holger Johann
Schwertnergasse 1
50667 Köln

Application documents

Please ensure that your application documents are complete. This is the only way to ensure that we can form as accurate an impression as possible of your career to date and consider you in the application process. We prefer to receive your application documents by e-mail.

- Cover letter
- Clearly structured curriculum vitae with photo
- Certificates / references

Confirmation of receipt

After receipt of your application, you will usually receive a confirmation of receipt within 3-4 working days. If you have not received a confirmation of receipt after one week has elapsed, it is possible that we may not have received your application.

Selection procedure

We will check your application and make a preliminary selection.

If your application cannot be considered any further, we will inform you as soon as possible.

Otherwise, we will forward the application documents of the selected candidates to the relevant departments for review.

If we receive :

a) positive feedback, we will contact you by telephone to arrange the date. You will then receive a written invitation to the interview.

b) negative feedback, we will inform you in writing within 6-8 weeks after the interviews.

Applications sent to us by post will be returned to you. We will delete applications received by e-mail.

Interview

The interview is usually conducted by the head of division and/or department in charge and a member of the Human Resources Department.

We look forward to receiving your application!