2272 4877 Clerk - Human Resources (m/f/d) TIMEPARTNER - the way it works!  
As one of the top 5 personnel service providers in Germany, which also operates nationally, TIMEPARTNER offers much more than just planning security.  
For our client based in Mannheim, we are looking for a Human Resources Clerk (m/f/d) to start as soon as possible.  
  
Become part of TIMEPARTNER and apply today!  
  
Benefits we offer  
  
- A long-term employment relationship  
- Performance-based payment  
- Varied tasks in interesting areas and industries  
- Tariff wage according to iGZ-DGB tariff  
- Payment of holiday and Christmas bonuses  
- Free health check by our company medical center  
- Provision of work clothes  
- Personal care  
  
  
your area of ​​responsibility  
  
- Completion of administrative tasks in the HR area  
- Supervision of payroll accounting for several areas/locations  
- Supervision, monitoring and processing of company pension schemes and other collectively agreed claims  
- Participation in the planning and implementation of projects in the HR area  
- Management of electronic personnel files  
- Correspondence with external and internal interfaces  
  
  
your qualifications  
  
- Completed commercial training  
- Knowledge of income tax and social security law  
- Several years of professional experience in human resources  
- Confident use of common computer programs (MS Office)  
- Ability to work in a team and strong cooperative behavior  
- Independent, goal-oriented and organized way of working  
- High service orientation  
- Very good communication skills and a confident and committed demeanor  
  
  
Have we made you curious? Then we look forward to receiving your application documents and will be happy to answer your questions from Monday to Friday between 8 a.m. and 5 p.m.  
TimePartner Personalmanagement GmbHErzbergerstrasse 1968165 Mannheim  
[placeholder-contact-salutation]Hülya OmurcaPersonnel consultant+49 621 178268-0﻿werbung.mannheim@timepartner.com  
You can find out more about TIMEPARTNER and other jobs at: www.timepartner.com  
We look forward to getting to know you! Clerk Shopping None 2023-03-07 15:55:12.510000