6253 8858 Clerk (m/f/d) for wages and salaries Your dream job is here!  
For our customer, a well-known company from Berlin, we are looking for a clerk (m/f/d) for the wage and salary area.  
  
The position will be filled via the area of ​​employee leasing. A takeover is planned in case of suitability.  
  
We offer you  
 • A permanent job  
 • Payment according to the iGZ-DGB tariff up to €16.55/h  
 • Wage benefits such as vacation and Christmas bonuses  
 • A permanent employment contract  
 • Exclusive employee benefits (e.g. at Adidas, Apple, Sky, Weg.de and many more)  
  
your area of ​​responsibility  
 • Preparation and implementation of payroll accounting  
 • Creation of certificates for employees and external bodies  
 • Correspondence with social security agencies and other external bodies  
 • Maintenance of personnel master data in the accounting and time recording system  
 • Creation and management of personnel files  
  
your profile  
 • Successfully completed commercial training  
 • First experience in payroll accounting and personnel administration  
 • Very good knowledge of MS Office  
 • Experience in ERP-supported billing and time recording systems would be an advantage  
 • English knowledge in spoken and written  
 • Friendly and open manner  
 • High personal commitment as well as flexibility, resilience and reliability  
 • Organizational strength and willingness to work in a team  
 • Ability and willingness to familiarize yourself with new topics and tasks  
  
Have we piqued your interest?  
Then please send us your detailed application. You are also welcome to contact us in advance by telephone.  
  
We offer open applicant consultation hours on Tuesdays and Wednesdays from 9:30 a.m. to 2:00 p.m. Feel free to visit us with your application documents. Prior appointments are not necessary.  
  
We are committed to employing severely disabled people. For this reason, severely handicapped persons and those of equal status are given preferential consideration if they are equally qualified.  
  
We look forward to receiving your application! Personnel Administrator None 2023-03-07 16:03:23.396000