9544 12149 Clerk (m|f|d) time recording & recruiting Job Description  
  
JDE (Jacobs Douwe Egberts) is a subsidiary of JDE Peet's, the  
world's largest pure-play coffee and tea company headquartered in the  
Netherlands. For more than 265 years, JDE has been of the belief  
inspired that it's amazing what a cup of coffee can do  
can happen. Today, JDE unleashes the possibilities of coffee and tea  
in more than 100 countries with a portfolio of over 50 brands including  
L'OR, Jacobs, Senseo, Tassimo, Douwe Egberts, OldTown, Super, Pickwick and  
Moccona.  
  
As a \*clerk (m|f|d) time recording & recruiting\* you take over  
including the following tasks:  
  
\_Time tracking:\_  
  
· Entry of time-relevant master data in the time management program  
ADP/Loga  
· Checking time bookings, editing the error log and  
clarification of discrepancies  
· Booking of time corrections, sick notes and checking of  
special absences  
· Creation of training materials and implementation of  
system training  
· Participation in the optimization of the time management system  
  
\_Recruitment:\_  
  
· Creation of internal and external job advertisements  
· Taking over the pre-selection, scheduling and execution of  
Job interviews for vacancies of the assigned  
area of ​​responsibility  
  
qualifications  
  
For this role as \*clerk (m|f|d) time recording & recruiting  
\*we are looking for someone who has the following skills and experience:  
  
· Completed commercial training or comparable  
Experience  
· User knowledge in a time management program and in dealing with MS  
Office  
· Good knowledge of the German language, both written and spoken  
· Distinctive strengths in communication, reliability and accuracy  
· A high degree of independent working methods and system affinity  
  
Additional Information  
  
\*Benefits: \*  
  
· An environment in which you realize ideas, on your colleagues (mIwId)  
count and shape the future of coffee with us  
· Responsible, varied and interesting tasks in one  
global coffee and tea company  
· Benefits of a large company  
  
\*Start date: as soon as possible  
Limitation: One year limitation (possibility of extension)  
Working hours: full-time (37.5 hours/week) in flextime  
Location: Plant Berlin, Nobelstr. 1 in 12057 Berlin\*  
  
Apply for this position using the /Apply now/ button.  
  
If you have any questions about this position, you can contact Sarah Kopowski.  
  
/Diversity, Equity and Inclusion  
are values ​​that we anchor in the company under the umbrella of "TrueYou".  
and live. We create an environment for all employees that shapes  
is of diversity and difference, of justice and fairness and  
from a sense of belonging that allows everyone to fulfill their potential  
to unfold./  
  
\*JACOBS DOUWE EGBERTS DE GmbH　\*  
  
Langemarckstrasse 16 - 28199 Bremen | | Germany - District Court of Bremen, HRB  
30464 | Managing Directors: John Brands, Andreas Windler, Csaba Juhasz,  
Uschi Wagener, Gerald Hammer, Suitbert Hellmann  
  
Chairman of the Supervisory Board: Michael Baminger Recruiter None 2023-03-07 16:10:06.714000