3614 6219 HR clerk m/f/d - focus on wages/salary Our customer was founded over 100 years ago and has made it its goal to offer space solutions for various purposes. These include, for example, halls and tents that are used in various industries. We are looking for you to strengthen our team  
  
HR clerk m/f/d - focus on wages/salary  
  
Your tasks:  
  
• You enter the working times of the employees in the system and take over the creation of the monthly payroll for an assigned group of employees.  
• In addition, you are always available to assist employees with questions about wages/salaries.  
• You will support the team in preparing sales tax returns and preparing documents for upcoming tax audits.  
  
Your profile:  
  
• Ideally, you have completed commercial vocational training with a focus on human resources or have had initial professional experience in the field of human resources  
• In addition, you have good computer skills, especially in dealing with MS Office programs  
  
We offer:  
  
• A permanent employment contract as part of a full-time job  
• A fair and appreciative payment  
• Thorough induction by a dedicated and friendly team  
• An interesting and responsible area of ​​responsibility in an attractive working environment  
• 30 days holiday (depending on length of service)  
• Vacation and Christmas bonus (depending on length of service)  
• Very good transport links by car or public transport  
• Free parking directly at the company  
  
Does the position sound interesting?  
  
Then send us your detailed application documents. Please do not forget to include your earliest possible starting date, your salary expectations and our reference number. 9929-13-H. If you have any questions beforehand, please do not hesitate to contact Ms. Jacqueline Unter Bäumer on 0231 1087650. She will also accompany you through the entire selection process.  
  
Compliance with blocking notices and absolute discretion are a matter of course for us.  
  
We look forward to receiving your application!  
  
When you send your application, your personal data will be processed for the purpose of filling a vacancy or finding a job. You can find more information on this in our data protection information for applicants and in the data protection declaration of our website.  
  
"Gender" - note on the gender designation: The terms used in this declaration apply equally to women and men. In some places, we only use a masculine form for better readability, without wanting to favor or disadvantage one gender. Personnel Administrator None 2023-03-07 15:57:57.822000