9261 11866 HR clerk (m/f/d) On behalf of our customer, a well-known industrial company in the greater Landau area, we are looking for a human resources clerk (m/f/d). Have we piqued your interest? - We look forward to receiving your application documents! This is a recruitment agency.  
  
This is what your new employer offers:  
  
 - Flexible working hours  
 - Good work-life balance  
 - Good accessibility by car  
 - Holiday and Christmas bonuses  
 - Profit Sharing  
 - and much more  
 This is what you can expect from ACTIEF:  
 - Professional advice and individual selection of suitable positions  
 - Access to companies that do not advertise publicly  
 - Perfect preparation of your application documents  
 - Free applicant coaching  
 - Free job advice  
  
  
Your tasks:  
  
 - Administrative and clerical tasks in the areas of personnel planning, recruitment and administration  
 - Creation of statistics and evaluations  
 - Preparation of employment contracts and references  
 - General administrative activities  
 - Calculation of holiday entitlements and monitoring of sickness and working hours  
   
  
 Your profile:  
  
 - Successfully completed commercial vocational training  
 - Ideally, first experience in clerical work  
 - Confident use of MS Office  
 - Fluency in written and spoken German  
 - Independent way of working and a high degree of initiative  
 - Strong communication skills and enjoy working in a team  
  
  
ACTIEF Personnel Management was founded in 1989 and since then has stood for professional personnel consulting and targeted staffing. As one of the leading personnel service providers in Germany, we operate very successfully in the areas of temporary employment, personnel placement and as a provider for interim managers. Well-known companies from a wide variety of industries trust in our experience and professional handling of all personnel matters. We match tailor-made candidates and employees with attractive companies, PEOPLE IN ACTION. Personnel Administrator ACTIEF has been offering personnel services at the highest level since 1989. ACTIEF is a medium-sized company with 25 locations in Germany. ACTIEF offers a wide range of human resource management services. In addition to personnel leasing, our well-known customers also ask about our many years of expertise in personnel placement. 2023-03-07 16:09:31.868000