3891 6496 Office worker wanted in Paderborn! Introduction  
-----------------------------------------------------  
   
To strengthen our team, we are looking for a reliable, team-oriented office worker (m/f/d) for payroll and financial accounting on a part-time or full-time basis as soon as possible.  
The vacancy can be filled part-time (20 hours per week) or full-time.  
  
Are you looking for a new professional challenge? If you are emphatic, reliable and communicative, we would be delighted to welcome you to our team.  
  
  
Tasks  
-----------------------------------------------------  
   
Your tasks:  
- Support and contact person for customers and employees  
  
  
- Supporting personnel support and administration:  
  
  
- Maintenance and updating of personnel master data  
- Creation and editing of rosters  
- Settlement of assigned employees  
- Invoicing  
- Accounts receivable and accounts payable  
- Posting and account assignment of current business cases  
- Clarification of open item lists  
- Participation in monthly, quarterly and annual financial statements  
  
  
profile  
-----------------------------------------------------  
   
- Successfully completed commercial training with/or several years of professional experience  
 Office clerk or comparable training  
- Confident use of Excel and Word  
- Independent work and friendly and safe demeanor  
- Careful and structured way of working  
  
  
Advantages  
-----------------------------------------------------  
   
We offer:  
- A modern workplace with good facilities  
- Varied tasks with a high degree of personal responsibility  
- A secure job with long-term prospects  
- Permanent employment  
- Good training  
  
  
  
  
contact information  
-----------------------------------------------------  
   
  
  
If we have aroused your interest, we look forward to receiving your application documents, stating your earliest possible starting date. Commercial Specialist None 2023-03-07 15:58:31.880000