4558 7163 Payroll Specialist (m/w/d) - Opportunities for development | Permanent employment contract  
  
company profile  
We are looking for a well-organized and detail-oriented HR Payroll Specialist (m/f/d) for our client in Düsseldorf. In this role you will be responsible for the correct and timely processing of payroll accounting for all employees and you will take care of a large number of tasks in the area of ​​human resources.  
  
area of ​​responsibility  
  
-Processing payroll for all employees, including calculating and recording relevant deductions such as taxes and benefits  
-Checking the payroll data for accuracy and completeness  
-Maintain and update employee payroll records, including changes to salaries, benefits and tax deductions  
-Preparing and distributing payslips and other payroll-related documents  
-Responding to employee inquiries and requests related to payroll and HR matters  
-Assisting with the onboarding of new hires, including completing the required paperwork and setting up payroll data  
-Support in the maintenance of employee files and documents  
-Completing other tasks related to human resource management and payroll as required by the assignment  
  
requirement profile  
  
-Human Resources education or bachelor’s degree in human resources, business administration or a related field  
-At least 2 years of payroll and HR experience  
-Familiarity with payroll software and HR systems  
-Excellent attention to detail and accuracy  
-Strong communication and customer care skills  
-Ability to maintain confidentiality and handle sensitive information  
-Ability to work independently and prioritize tasks effectively  
- Mastery of Microsoft Office and Google Suite  
-If you have a strong organizational talent and are enthusiastic about personnel and payroll accounting, you should apply for this interesting position.  
  
Compensation Package  
  
-Exciting work environment  
-Permanent employment  
-Attractive remuneration package  
-Personal development opportunities  
-Advantages for employees through corporate benefits at well-known companies  
-Intensive employee support by your personal advisor Specialist in human resources None 2023-03-07 15:59:53.975000