7321 9926 Personaldisponent (m/w/d) For more than 40 years, hkw has been providing temporary employment and direct placement of workers with locations in Munich and Ulm.  
  
Personnel dispatcher (m/f/d)  
  
Location: Munich  
Employment type(s): full-time  
Working time: 40 - 40 hours per week  
  
We offer  
  
  
- Permanent employment contract + attractive payment  
- Company car or reimbursement of travel expenses  
- Holiday entitlement up to 30 days  
- Support for professional development  
  
For our team in Munich we are looking for internal support in scheduling! Become part of our team in HR. You can expect a wide range of tasks related to human resources, personnel management and labor law.  
  
Your tasks  
  
  
- Looking after and advising new and existing customers  
- Workplace inspections and documentation  
- Applicant selection  
- Filling of vacancies  
- Conclusion of contracts and wage determination  
- Instructions, issue of PPE  
- Works in the database Zvoove (formerly Landwehr L1)  
  
your profile  
  
  
- Commercial or technical training, for example as an office clerk, human resources clerk, HR manager or scheduler  
- Experience in Human Resources or Human Resources would be an advantage  
- Experienced handling of EDP and Office package  
- Driving license class B or 3 mandatory  
  
Your direct contact  
  
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p.utz@hkw.jobs  
http://www.hkw.jobs Personaldisponent/in hkw has been a down-to-earth and reliable personnel service provider with locations in Munich and Ulm for over 35 years. In Munich, hkw is No. 1 for skilled workers in selected branches of industry. Our customers include: Emerson - GKN Aerospace - HAWE - Panalpina - City of Munich - Voith Turbo - and many more. 2023-03-07 16:05:34.025000