9450 12055 Personalfachkraft HR (w/m/d) You are enthusiastic about working in human resources and are dying to bring your skills to a constantly growing company - you are looking for a change instead of everyday routine - then take the decisive step now and become part of our successful team! If holistic HR processes are one of your specialties and the Ruhr region is an attractive place to work for you, you can now support our project partner on site as a HR specialist (f/m/d).  
  
Job description:  
  
- As part of your job, you will be responsible for the holistic processing of administrative personnel tasks in an assigned area.  
- You are responsible for maintaining the employee master data in the human resources management system, as well as for the preparation and follow-up and control of the payslips for assigned areas.  
- In addition, you will handle all labour, tax and social security law processes, create evaluations/reports/statistics and works council hearings.  
- You act as a contact person for employees, managers, health insurance companies, professional associations and pension insurance companies and actively help with the support and participation in specific HR issues and projects.  
- Participation in the constant digitization of HR processes and the introduction of a new ERP system is also part of your area of ​​responsibility.  
- You determine accrual amounts, coordinate payroll accounts and accompany tax audits.  
  
Your profile:  
  
- Completed vocational training with a specialization in human resources, ideally a certified human resources specialist.  
- At least 3 years of professional experience in the entire breadth of HR administration and preparatory payroll accounting.  
- Good user knowledge of tax and social security law as well as labor law.  
- At least advanced Office skills (Word, Excel, etc.) and experience with professional HR management software.  
- High level of reliability, responsibility and integrity.  
- Confident communication at different hierarchical levels in German and English desirable.  
  
We offer:  
We offer you a corporate culture that is characterized by the diversity of our employees and by mutual respect - between employees and at all levels of the company. In addition to varied get-togethers with the local Brunel teams, this also includes regular feedback discussions about your challenges and perspectives with your account manager. With individual further education and training you will be optimally supported and prepared for future projects. Unlimited employment contracts, 30 days vacation, work account regulations and company, employer-financed pension schemes are a matter of course for us.  
  
About Brunel:  
Working at Brunel means: Attractive work tasks, extraordinary career prospects, the security of an expanding engineering service provider and the whole diversity of engineering and IT. In the DACH-CZ region alone, we have over 45 locations and development centers with accredited test laboratories and over 120 locations worldwide with more than 12,000 employees in over 40 countries. More than 45 years of international success and over 25 years in Germany. Standing still means going backwards - with Brunel you can make a difference! Assistant - Human Resources Brunel is one of the leading engineering service providers in the DACH region and the Czech Republic. We stand for first-class project solutions and exceptional career opportunities across the entire spectrum of modern engineering. 3,200 engineers, computer scientists, technicians and managers ensure the sustainable success of our customers in a wide variety of industries - from medium-sized hidden champions to global players. 2023-03-07 16:09:55.150000