4427 7032 Personnel clerk - (m/f/d) - Long-term commitment | Attractive salary package  
  
company profile  
The PageGroup is one of the world's leading personnel consulting companies and is represented in 37 countries with more than 9,000 employees.  
Thanks to our well-known customers, we are able to offer candidates a service that enables them to fully exploit their potential.  
At the heart of our consulting business are the multitude of lives that we change for the better. Our values ​​and our corporate culture are reflected in everything we do!  
True to our motto "putting people at the center of their actions with respect and trust", we look forward to promoting your career.  
  
Our customer is a pioneer in precision and micro filter technology. We are looking for a HR clerk - (m/f/d) as soon as possible. The vacancy is advertised as part of qualified temporary employment.  
  
area of ​​responsibility  
  
-Communication with health insurance companies  
- You are responsible for the collection and maintenance of master data  
-You advise and support in billing-related, social security and income tax law issues  
-Administrative implementation of entries, exits and changes within the employment process  
-Preparatory payroll accounting  
  
requirement profile  
  
- Confident handling of the MS Office package as well as willingness and affinity to familiarize yourself with other programs.  
-You have qualified professional experience in the field of human resources and experience in preparatory payroll accounting  
-Proficient use of Microsoft Office applications, especially Excel  
-Open personality with a goal-oriented and independent way of working.  
  
Compensation Package  
  
-We offer personal advice and job suggestions based on your wishes and needs  
-All our employees benefit from our corporate benefits and fitness offers in the form of a gym pass  
-We offer you a secure job with a performance-based salary and opportunities for permanent employment Personnel Administrator None 2023-03-07 15:59:37.905000