602 3207 Personnel clerk (m/f/d) in personnel consulting Personnel clerk (m/f/d) in personnel consulting  
  
Job ID: M-ND-2410202203  
Location: Munich  
Employment type(s): full-time  
  
INTRODUCTION  
The general field of HR work appeals to you and you would like to get started and contribute your knowledge? Do you also enjoy working through the “paperwork” that is annoying for many? Are you interested in people and their professional paths? Then we have an interesting vacancy for you!  
  
  
Personnel clerk (m/f/d) in personnel consulting  
  
YOUR ESSENTIAL TASKS ARE  
• Creation of reports, job advertisements, summaries and letters of confirmation for our customers  
• Taking over the customer's document maintenance  
• Supporting our recruiters in the preparation and follow-up of job interviews  
• Assistance with general personnel administration  
  
YOU BRING IT WITH YOU  
• Successfully completed commercial training with initial professional experience in HR  
• Ability to grasp complex issues and process them in a solution-oriented manner  
• Enjoy working with and for people  
• Very good knowledge of spoken and written German  
  
YOUR ADVANTAGES  
- Our employment contracts are open-ended and we have a positive working atmosphere that promotes both individual freedom and responsibility. You have the opportunity to work independently and take on exciting tasks.  
- Flat hierarchies with short decision-making paths allow quick changes of course and promote the creativity of the individual when breaking new ground. You are welcome to get involved and inspire us with your ideas. Appreciation is not just a concept, it is actively lived.  
- Our remuneration models are attractive and performance-oriented. 30 days vacation has been standard with us for many years.  
- Health is very important to us. Only healthy employees are efficient employees – prevention protects. That's why you get the offer from us to take out private supplementary insurance free of charge, which reimburses you for a large number of check-ups, but also covers many costs in the area of ​​teeth and alternative healing methods. Do you like to go to the gym or do club sports? Here, too, you will receive a monthly subsidy from us. And as the third pillar in this segment, you have the opportunity to receive an annual health bonus.  
- Our office is centrally located on the Viktualienmarkt - so the way to work is twice as fun  
- Our feel-good manager Romy likes to be bribed with treats and cuddles and celebrates all successes.  
  
NEED TO KNOW  
We want you to feel comfortable with us - as a person! We have been living this maxim for almost 30 years. Personal and individual support for customers and candidates, tailored to their wishes and needs, is our top priority. Through open and honest communication and a transparent feedback culture, we fill open vacancies precisely.  
  
We are shaped by three core values: closeness to people, commitment and creativity. We take this claim very seriously and also implement it within our family teams.  
  
Have we sparked your interest?  
Then we look forward to receiving your CV in German for the position as a human resources clerk (m/f/d) in personnel consulting at serviceline, stating the reference number M-ND-2410202203, by email to karriere.muc@serviceline-online. de and we guarantee you a response within 10 working days!  
  
  
The office manager, Ms. Dietrich, will be happy to answer any questions you may have personally on the following telephone number: 089/54324940.  
  
  
We look forward to seeing you! Personnel Administrator Are you looking for your dream position or do you want to make a career change? We support you on your career path - with a lot of know-how, heartfelt commitment and of course the right contacts!  
  
With our help, as a long-term partner at your side, you can take your career in the desired direction. serviceline is an experienced personnel management company and has been successfully developing individual career solutions for the areas for many years  
FINANCE AND ACCOUNTING & OFFICE MANAGEMENT.  
  
We specialize in specialists and executives and offer:  
  
- temporary employment  
  
- Recruitment  
  
- Interim management 2023-03-07 15:51:46.710000