5235 7840 Personnel department clerk (m/f/d) Personnel department clerk (m/f/d)  
  
Your tasks:  
  
-Close cooperation with the department head contracting and inventory management  
-Responsibility for cross-departmental tasks  
- Support for contractual partners  
- Drafting of contracts  
- Assisting in tendering procedures  
-Master data management  
-Communication by telephone, e-mail and general correspondence / partly in person  
- Cooperation with the works council  
  
Your qualifications:  
  
-You have completed commercial training  
- Work experience in Human Resources  
-You are used to working independently, reliably and result-oriented  
-You have a strong IT affinity and are familiar with all common MS Office applications  
- You are enthusiastic, resilient and have a structured and organized way of working  
-You are a winning personality, good at communicating and come across as confident and friendly  
-It is characterized by a quick comprehension, flexibility, forward-looking and independent work as well as a high level of initiative  
-You are authentic and emphatic  
  
Your advantages:  
  
-We advise and mediate you free of charge  
-A permanent employment contract  
-Same rights and obligations as colleagues in the company  
-Best chance for professional, lateral and returnees  
- Induction and training  
-Contact and networking with interesting companies  
-We support you in the preparation of your job interview and contract negotiations and accompany you to the interviews if you wish  
-We will create a selection of customer vacancies that are precisely tailored to you and decide together which company we will introduce you to  
-You have a personal advisor at your side  
-Support for direct recruitment at the customer  
  
About Hays:  
  
Real financial specialists are rare, very much in demand and their market value is correspondingly high. Whether in the area of ​​accounting, controlling, corporate banking, interim management, treasury or risk management, Hays can open doors for you and will be happy to advise you on your next career step, free of charge. Depending on your interests and ideas and depending on your experience, we will find the right job for you. Register and benefit from interesting and suitable positions and projects. We look forward to seeing you. Commercial assistant/business assistant - office/secretariat Hays plc is one of the world's leading personnel service providers for the recruitment of highly qualified specialists. Hays is active in both the private and public sectors and provides specialists for permanent positions, project work and temporary employment. The company employs more than 11,000 people in 33 countries worldwide and generated sales of EUR 6.50 billion in the 2017/2018 financial year. In Germany, Hays places specialists in the areas of IT, engineering, construction & property, life sciences, finance, sales & marketing, legal, retail and healthcare. 2023-03-07 16:01:17.916000