4316 6921 Personnel officer (m/f/d) part-time - We are looking for a motivated part-time personnel officer (m/f/d) | Varied, interesting challenge with perspective  
  
company profile  
Our customer is a manufacturing company from the automotive industry. To strengthen and support the constantly growing team, we are therefore looking for a personnel officer (m/f/d) with immediate effect. Due to budget approvals, the position is initially to be filled for a limited period of one year as part of temporary staffing. Takeover opportunities are given!  
  
area of ​​responsibility  
  
- Competent personnel support and compliance with labor law requirements in cooperation with supervisors (m/f/d) and the works council, such as works council hearings, warning talks, terminations, questions on the interpretation of collective agreements, company agreements and legal regulations  
-Complete processing and support of the recruiting process, from the creation/maintenance of the job requirements to the drafting of the contract  
-Contact person for a large number of employees throughout Germany in personnel-related issues  
-Advice to supervisors (m/f/d) on questions relating to tax/social/tariff law and labor law as well as partial retirement, maternity leave and parental leave  
- Participation in projects and change processes  
-Support and close cooperation with HR Services  
-Support / preparation for wage tax and social security audits  
-HR - Reporting and creation of statistics, evaluations, presentations, process manuals  
  
requirement profile  
  
-You have successfully completed training as a personnel specialist (m/f/d) or similar or a degree in business administration, preferably with a focus on human resources, and have professional experience as a personnel officer (m/f/d) in an industrial and international environment  
-Preferably, you have in-depth knowledge of labor law, social security law, collective bargaining law and tax law and international HR systems  
-We require practical experience in dealing with the works council as well as fluent spoken and written English  
-You have high conflict-solving and assertiveness skills, as well as a high degree of organizational skills and flexibility  
- You are a flexible and communicative team player with a high level of initiative and the ability to work independently  
  
Compensation Package  
  
-We offer personal advice and job suggestions based on your wishes and needs  
-We offer promotion and support for your career and professional development  
-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  
-Intensive employee support by your personal advisor Personalreferent/in None 2023-03-07 15:59:24.268000