2370 4975 Wage clerk (m/f/d) You have successfully completed your commercial training, ideally have initial work experience and are ready for a new professional perspective with above-average earning potential? Then we have the right offer for you! We are looking for our long-standing partner and client from the specialty chemicals segment You as HR Administrator.  
  
Benefits that we offer you as a human resources clerk  
  
- A long-term employment relationship  
- Permanent employment  
- Assignment in a well-known group of specialty chemicals  
- Canteen on site  
- Security through the IGZ-DGB tariff  
- Payment of holiday and Christmas bonuses  
- Free health check by our company medical center  
- Personal support and advice (if desired)  
  
  
Your area of ​​responsibility as a human resources clerk  
Preparatory payroll accounting, etc. taking into account the following aspects:  
- Process-oriented administration including checking incoming orders for completeness, consistency of content, proper authorization, etc.  
- Tax and social security law assessment of the incoming standard issues  
- Compliance with the provisions of laws, collective agreements, company agreements, employment contracts, etc.  
- Recording and maintenance of personnel master data (e.g. for entries, transfers, secondments, partial retirement, departures, etc.) in HR-SAP  
- Generation of standardized documents (e.g. modules, certificates, long-term accounts)  
- Entry and maintenance of salary-relevant master data (e.g. in the case of salary conversion, company pension commitments, working life, etc.) in HR-SAP  
- Recording, maintenance and checking of time management data (e.g. work schedules, attendances and absences and their quotas, incapacity to work with/without EFZ, substitutions, etc.) in HR-SAP  
- Entry of ongoing and one-off variable data (e.g. bonuses, special payments, etc.) in HR-SAP  
- Calculation, verification and/or entry of one-off remuneration data (e.g. anniversary payments, 13th monthly remuneration, vacation pay, etc.) in HR-SAP  
  
  
- Carrying out the billing  
- Recording, maintenance and checking of special circumstances in HR-SAP  
- Plausibility checks of entered and incoming data  
- Accounting controlling, i.e. carrying out various controls in the payroll accounting process  
- Creation of personnel-related certificates  
- Document management (e.g. creation of certificates, employment contracts, contract changes)  
  
  
Your qualifications as a human resources clerk  
  
- Successfully completed commercial training, industrial clerk desirable  
- Good knowledge of labor law, social security law, wage tax law and other laws relevant to labor law  
- Knowledge of the tariff system of the chemical industry desirable  
- Knowledge of working with SAP (SAP/HR) desirable  
- Excellent knowledge of MS Office programs  
  
Other personal requirements:  
- High IT affinity  
- Structured, independent, goal- and solution-oriented way of working  
- Team and communication skills  
- Initiative and good analytical skills  
  
  
Contact  
Have we made you curious? Then we look forward to receiving your application documents and will be happy to answer your questions from Monday to Friday between 8:00 a.m. and 5:00 p.m. We look forward to getting to know you!  
  
TIMEPARTNER is a successful personnel service provider and is one of the top 5 personnel service providers in Germany. Our team is looking for motivated and committed employees for well-known companies at over 180 locations regionally and nationally. Personnel Administrator None 2023-03-07 15:55:24.525000