



Advertisement

Personnel administrator for preparatory payroll accounting

Solutions 30 Operations GmbH is one of Unitymedia's largest service partners in the field of broadband communication. It has a workforce of over 300 in Germany's states of Baden-Württemberg and Hesse. We are a future-oriented company that is constantly growing. We offer you the chance to join us as a

Personnel administrator for preparatory payroll accounting

Which tasks await you?

- Preparatory payroll accounting
- Drawing up contracts, writing references, processing new recruitments and departures, as well as placing "situations vacant" advertisements
- Data maintenance (e.g. master data on personnel), dealing with sick leave notifications, support for the internal time recording system and the electronic personnel files, etc.
- Employee support in administrative and contractual matters
- Preparation of evaluations and statistics in the context of personnel controlling
- Filing and archiving activities, as well as other general office tasks

What we offer you

- A varied, responsible position in a friendly team with flat hierarchies and short decision-making paths
- Intensive training and familiarisation
- Individual training and advancement opportunities

What you need to be good at

- You have completed a commercial degree or training as an office management assistant, industrial clerk or similar.
- Professional experience in personnel administration and payroll accounting
- Ideally, knowledge of the "ADDISON/Personal Planner" personnel management program
- You have a perfect command of MS Office and work reliably, diligently and independently
- A very good knowledge of German

Your enthusiasm for our company, your loyalty and your discretion in handling the data entrusted to you is more important than many years of professional experience. Now how does that sound to you?

Apply now! We look forward to meeting you!

Please send us your complete application documents (cover letter, curriculum vitae and certificates) by e-mail, stating the earliest possible starting date and your salary expectations.

Your contact person

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