SPANG & BRANDS

KUNSTSTOFFTECHNIK FÜR DIE MEDIZIN

https://spang-brands.de/?post_type=jobs&p=3564

Part-time HR Administrator (20 hours/week) (m/f/d)

Arbeitgeber
Spang & Brands

Arbeitspensum
Teilzeit

Arbeitsort
Max-Planck-Straße 25, 61381, Friedrichsdorf, Hesse, Germany

Beschreibung

To strengthen our team, we are currently looking for a **part-time HR administrator** (20 hours/week).

Zuständigkeiten / Hauptaufgaben

- Support with all administrative tasks from entry to departure
- Maintenance of personnel master data and time management
- Creation and management of employment contracts and other personnel-related documents
- Coordination of external personnel service providers
- Creation of certificates
- General administrative tasks in personnel administration

Qualifikationen / Anforderungen

- A successfully completed commercial apprenticeship or comparable qualification
- Professional experience in human resources and knowledge of payroll accounting
- In-depth knowledge of labor, income tax, and social security law
- Confident use of MS Office (knowledge of Datev is an advantage)
- Structured, independent, and meticulous approach to work

Kontakte

Tel.: +49 6172 9570-0
E-mail: bewerbung@spang-brands.de

Wir bieten

- Permanent employment contract
- Performance-based remuneration
- 30 days of vacation
- Flexible working hours
- Vacation and Christmas bonuses
- Bicycle leasing (Jobrad) / corporate benefits
- Company parking spaces
- Contribution to company pension plan
- Excellent training and continuing education opportunities
- Company events