

Human Resource Officer

Work area: Administration EBS Europäische Bildungstiftung gGmbH

Working time: 40 hours

Tasks:

- Completion of extensive tasks in contract management
- Staff master data maintenance
- Diligent keeping of personnel files
- Preparation of employment contracts, work certificates, attestations and other labour law documents
- Communication with payroll office / tax consultant, health insurance companies, offices and authorities
- Monitoring deadlines
- Contact person for all managers and staff
- Preparation of the monthly payroll accounting
- Preparation of statistics
- Support with time recording accounts

Your profile:

- Completed commercial vocational training or a comparable qualification with further training in personnel administration
- Work experience in staff administration desirable
- Sound knowledge of MS Office and willingness to familiarise yourself with new computer programmes
- Social competence and a confident and friendly appearance
- Ability to perform and work in a team as well as discretion and loyalty
- Independent, structured and motivated way of working
- German language level at least C1 and English language level at least B2

We offer:

- Company pension scheme
- Subsidy for BVG ticket after the probationary period
- Voucher card after the trial period
- 26 days vacation/year
- Daily freshly cooked lunch at very favorable conditions
- Development opportunities
- Internal and external training
- Staff events
- Dynamic international team

The post is to be filled from 1 January 2021.

If you are interested or know someone who is interested in this position, please send a current CV, cover letter, proof of qualifications and references to:
hr@cosmopolitanschool.de