

**Creating Points of Passion!**

# PERSONNEL ADMINISTRATOR

**(m/f/x)**

Creating Points of Passion! Do you want to create a motivating and appreciative working environment with us? **Then support our HR department in the entire spectrum of HR work.** Raumtechnik Messebau & Event Services GmbH currently has around 170 employees and offers first-class performance worldwide. We are looking for likeable personalities who are passionate about what they do and want to represent a fascinating company in an exciting industry through successful work.

Strengthen our team as:

## **PERSONNEL ADMINISTRATOR (m/f/x)**

### **Our performance for you:**

- Appreciation, team spirit and a culture of trust
- Flexible working hours
- Part-time possible. Scope: 20-25 hours per week
- Further training opportunities
- Subsidy for our canteen
- Special leave
- Company events
- Sufficient parking spaces
- Company health management
- VWL subsidy
- Group accident insurance
- Modern workplaces at the nature reserve

### **Where you are strong/where you want to go:**

- Our employees are in good hands with you: First-class advice and support are your thing
- You keep a close eye on the punctual completion of
- monthly payroll accounting including notifications
- Preparation of employment contracts, references and certificates
- Supervision of time recording

### **What you bring with you:**

- Confidentiality is a matter of course for you
- You have experience in personnel management
- You have knowledge of payroll accounting
- Independence and accuracy? Perfect!
- Team player and service mentality? Check!

### **What you can look forward to:**

- Diverse, exciting tasks and projects
- Team spirit: everyone cool and passionate at the start
- We support your development: professionally and personally

### **Are you in?**

**Give us a call or send an email.**

**We look forward to your application!**

#### **Raumtechnik**

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#### **Personnel department**

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