

HR CENTRAL SERVICES CLERK (M/F/X)



ARTS

With a high level of motivation and the best expertise available, the employees of ARTS work on a daily basis to realise the vision of our customers. More than 500 ARTS employees at 25 international locations define the future of technology today, working actively alongside internationally active high-tech companies. Together with ARTS you too can make your career a calling.

For our customer **Airbus Defence and Space GmbH**, we are looking for a **HR Central Services clerk** in **Taufkirchen near Munich**, who is able to work autonomously, with excellent communication skills and a strong background in the field of can score points with his distinctive organizational skills.

Task description

- Execution of the central follow-up activities for monthly payroll accounting within the framework of defined business processes
- Preparation of statutory reporting and processing of ad-hoc queries and other evaluations
- Contact person for financial accounting, health insurance companies, tax departments and other external bodies
- Collaboration in special tasks and projects as well as supervision of focal point topics
- Preparation and processing of error logs as well as execution of necessary reconciliations

Requirements

- Completed commercial apprenticeship with many years of professional experience
- Several years of professional experience in personnel management
- Professional experience in accounting/treasury and operational HR business
- Knowledge of SAP an advantage
- Fluent in German and advanced English

Our Services

- Permanent employment contract
- Above-average, performance-linked remuneration
- Bonuses and allowances above standard rates
- Annual bonus payments
- Personal support close to work
- Company pension scheme with employer contributions
- Extensive opportunities for training and further education

München | 3794

YOUR CONTACT

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