

INSPIRING PEOPLE

< Current jobs



Human Resources Manager

Entry

Professional

Location

Arnsberg

Professional Field

Administration

You'll never lose sight of our customers - our employees.

Your thinking and acting is service-oriented and you can imagine taking on the following tasks in a small team.

Your responsibilities

- Independent carrying out of monthly payroll accounting
- Support of time management as representative
- Processing of administrative personnel topics (e.g. preparation of contracts, certificates, attestations, etc.)
- Advice, support and assistance for managers, employees and staff in personnel-related issues
- Implementation and support of HR processes and HR projects

Your Profile

- Completed commercial training with further training in human resources management
- Several years of professional experience in operative personnel management or payroll accounting of an industrial concern
- User knowledge of an accounting and time management system
- Sound knowledge of tax, social security and employment law
- Independent, customer-oriented and precise working procedures
- Very good communication and conflict handling skills as well as distinct social competencies
- Good knowledge of English

Our offer

We offer you an interesting and expandable field of work in an internationally active company with flat hierarchies. Intensive training is a matter of course for us. Flexible working hours and the opportunity for further development are part of a good working day for us.

Are you interested?

We look forward to receiving your complete and informative online application.

Interprint GmbH

Your contact person:

Andrea Pusch

Telephone: +49 (0) 29 32 / 9 50-191

[Apply now](#)

