

Published on 13. Feb 2025

EMPLOYEE IN PAYROLL ACCOUNTING (M/F/D)

Part-time

Type of employment

St. Georgen bei Grieskirchen

Location

HR

Area



Maria Zirwig

T+43 7248 62794 413



VIEW JOB ONLINE

Part-time (min. 20 hours per week)

Your tasks:

- Support in the implementation of monthly payroll
- Support and maintenance of working time and absence records
- Processing of travel expense accounting as well as organisation and booking of business trips
- Independent processing of personnel administrative issues in compliance with labour law regulations
- Involvement in the preparation of evaluations and reports
- Communication and correspondence with internal and external contacts:

Your profile:

- Completed commercial training
- Completed training as a payroll accountant an advantage
- Min. 2 years of professional experience in a comparable position
- Good knowledge of labour law
- Good MS Office skills and experience in dealing with time recording and payroll systems (BMD NTCS an advantage)
- Accuracy and discretion in dealing with sensitive data
- Communication and teamwork skills

You can expect:

- An interesting working environment in a motivated team
- State-of-the-art work equipment
- Numerous special benefits (fruit, doctor, gym allowance, ...)
- Development opportunities in an industrial company with all the advantages of a family business
- Canteen with regional delicacies

For this position, a gross salary of 3.000,- Euro is planned. We are happy to overpay depending on your professional experience and qualifications.