

OEM TEC GmbH is a successful medium-sized metal processing company in the Leipzig - Halle area, which is active as a globally operating manufacturer of cutting tools for agricultural and garden technology.

To strengthen our personnel department, we are looking for the following as soon as possible

Payroll clerk / tax clerk (m/f/d) part-time

(min. 25 hours / week)

Your tasks:

- Carrying out the monthly payroll accounting on your own responsibility
- Maintaining contact with health insurance funds, insurance carriers and authorities
- Keeping an eye on legal and operational changes and implementing the necessary adjustments
- Support and administration of individual time recording systems
- Preparation and processing of the certification and social insurance system as well as the wage tax returns (DEÜV, ELStAM, EEL)
- Administration, maintenance and organisation of personnel master data as well as their digitalisation of contract documents
- Through your commitment, you optimise work processes and contribute to a more efficient way of working

What you bring:

- You have qualified commercial or tax-related vocational training
- You have professional experience in payroll accounting
- You have sound knowledge of tax and social security law
- You are proficient in the use of computer-aided accounting programmes and MS Office products.
- A high level of commitment, as well as a very careful, independent, responsible and discreet way of working.

We offer you:

- a varied and challenging task in a future-oriented and stable medium-sized company
- Well-founded induction in an open and collegial working atmosphere with short decision-making processes
- Performance-related remuneration with holiday and Christmas bonuses
- Flexible working hours (flexitime) by arrangement, with the possibility of partly mobile work
- up to 30 days holiday
- company pension scheme including capital-forming benefits

Does this challenge suit you? Then join us!

We look forward to receiving your detailed and informative application documents. Please send them in pdf format, stating your next possible starting date, to personalabteilung@oem-tec.com.

OEM TEC GmbH

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