

Pro Lebensfreude GmbH is the ambulatory care service for more joy in everyday life. We want to enable people in need of care to live a self-determined life at home through activating and heartfelt care. In doing so, we combine individual care with technological know-how. Founded in May 2020, we have grown steadily since then and already care for our customers at two locations in the region.

We would like to expand our team and are looking to recruit a **Personnel Administrator Payroll (f/m/d) (15-20 h)** in **part-time** for our head office in **Großmehring**

Your profile:

- You have completed a commercial apprenticeship and have at least two years of professional experience in payroll accounting.
- You have a sound knowledge of labour law, payroll accounting and social security
- You are proficient in DATEV and MS Office
- You have good written and spoken German and English skills
- An affinity for numbers and a careful way of working round off your profile.

Your new tasks:

- Independent preparation and implementation of monthly payroll accounting
- Administrative implementation of personnel measures (contract changes, new hires,...)
- Contact person for tax and social security issues
- Monitoring and recording personal and payroll-related data in IT programmes
- Correspondence with authorities, insurance companies and health insurance funds
- Administration of personnel files

MEHR ZEIT
FÜR DEN MENSCHEN.



This is what you can look forward to:

- A company that cares about family-friendly working conditions and health-promoting offers.
- A pleasant working atmosphere where colleagues of all denominations and nationalities are welcome.
- The opportunity to develop personally and professionally
- Flexible working hours
- A secure job and permanent employment contract in an expanding company

Please send your complete application with salary expectations as a PDF by e-mail to:

Pro Lebensfreude GmbH

Mrs. Christine Kröker

Ingolstädter Street 10

85098 Großmehring

bewerbungen@pro-lebensfreude.com

We look forward to your application!

