

These are your tasks:

- Your ongoing tasks include monthly payroll accounting.
- You provide advice on employment law and payroll tax law.
- You calculate personnel costs and create personnel budgets with a view to ongoing wage cost optimization.
- You maintain payroll accounts, files and statistics and work and service contracts.
- You register and deregister employees and maintain the staff lists.
- Correct accounting of time recordings and payments is a matter of course for you
- You support audit procedures and maintain contact with social insurance institutions and tax authorities.
- You create ongoing reports and analyze personnel metrics.
- You will work on specialist projects and digitalization initiatives to continuously optimize our processes.

This is what you need:

- You have the necessary technical skills in payroll accounting and labor and social security law
- You have a sound commercial or legal education.
- You know your way around IT.
- Service for our customers is your top priority. You will provide them with professional and competent advice.
- You see yourself as a consultant with a proactive solution-orientation.
- You work with the highest level of quality awareness, attention to detail and extreme care.
- Ongoing training in your specialist area and personal development are important to you.

We offer you:

- With us, you will find a broad range of tasks with a lot of personal responsibility and ongoing contact with people.
- You can develop your professional skills in our internal TU Academy. If you want, you can embark on a specialized career.
- The balance between working hours and free time is important to us and we support the compatibility of work and private life.
- People who are enthusiastic about their work are in our offices. They would be delighted if you became part of our team!
- Comprehensive training and our buddy system will help you get started in your new job

Wir schaffen Chancen!