



Make a career with us!

SCHULER GmbH manufactures unique items in special vehicle construction by hand with around 70 employees. Excellent craftsmanship, decades of experience in motor sports and the ability to fulfill the most unusual customer requests with precision fit makes SCHULER GmbH from Ebhausen the top international reference for special vehicles for industry and motor sports, but also a secure employer with a familiar and consistent customer and employee loyalty. Thus, SCHULER GmbH meets the demands of renowned international customers such as Mercedes-AMG, McLaren, Williams Racing, BMW, Porsche, Jaguar, Renault, Hugo Boss, CEWE, Ford, KTM and many more. „If you can dream it up, we can build it“. This motto is everyday life at SCHULER GmbH. Therefore apply now as

Personnel administrator (m/f/d) for our production factory in Ebhausen

JOB DESCRIPTION

We are looking for a qualified and motivated employee to join our team in the Human Resources (HR) department at our head office in Ebhausen soon, who is committed and determined.

SCOPE OF DUTIES AND RESPONSIBILITIES

- Processing of monthly payrolls (external payroll office)
- First point of contact for employee payroll issues
- Support, optimisation and expansion of the time management system (SageHR)
- System-side handling of employee entries/leavings
- Preparation of statistics and evaluations (key figures)
- Preparation of employment contracts and references
- Handling of the certification and registration process
- Communication with authorities, social insurance agencies, health insurance companies, etc.
- Independent and timely maintenance of master and transaction data

YOUR PROFILE

- Successfully completed commercial training, preferably as a tax assistant (m/f/d) or comparable qualification, alternatively studies in social economy (B.A.)
- Several years of professional experience in personnel administration
- Good IT skills (MS Office, ERP systems)
- Written and spoken English
- Independent, structured and self-reliant way of working
- Strong communication skills and service orientation
- Good assertiveness
- Hands-on mentality
- Friendly and confident appearance as well as an open and loyal personality

EMPLOYEE BENEFITS:

- Continuing education
- Good development opportunities
- Bonus compensation
- Short decision paths
- Parking spaces
- A strong and consistent team
- Exciting customers in the field of Motorsport and High Class Marketing

Apply now by mail or e-mail, stating your period of notice and salary requirements and others:

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SCHULER 
OUTSTANDING MOBILE SOLUTIONS