

HR clerk (m/f/d/a)

Entry date: from 01.04.2026

Your responsibilities:

- Support and assistance in all personnel administration matters
- Maintenance of personnel master data in the HR system
- Assistance in preparing monthly payroll accounting
- Processing new hires and departures, including registration and certification
- Support with internal job postings and organizational recruiting tasks
- Coordination of continuing education, training, and personnel development measures
- Management of vacation and absence data
- Collaboration on HR projects

We offer:

- Diverse work in a collegial environment
- Flexible part-time arrangements with flexitime
- Opportunity to contribute your own ideas and actively shape HR processes
- Support for professional development
- Break areas with kitchen facilities, snack and drink vending machines
- Friendly and open corporate culture with regular summer parties and an annual Christmas party
- Company pension plan, internal health services, and the option of JobRad leasing, as well as a contribution toward the Deutschlandticket

Your profile:

- Completed apprenticeship in business administration, ideally with a focus on HR
- Professional experience in human resources management is an advantage
- Knowledge of labor, tax, and social security law is desirable
- Confident use of MS Office and, ideally, HR software
- Reliable, structured approach to work and a high degree of discretion
- Service-oriented team player with strong communication skills

The best time to apply is now! Apply at: bewerbung@epsa.de