



# WIR SUCHEN DICH!

## HR- Manager (m/w/d)

In Teilzeit oder Vollzeit



## BEWIRB DICH JETZT!

[recruiting@performservices.de](mailto:recruiting@performservices.de)



## HR-Generalist\*in (m/w/d)

Perform Services GmbH & Co. KG's HR team is looking for a new team player.

Are you interested in pursuing a career in human resources as an **HR-Generalist\*in (m/f/d)**? Then we are the right place for you!

You will work part-time supporting our HR team in all processes – directly from our office in the heart of Hamburg.

[Apply Now!](#)

### What you can expect:

**A varied role in human resources**

**Space for your own ideas** and the opportunity to actively participate in projects

**A beautiful office** in an old building in the heart of Hamburg

**A friendly, appreciative team** that looks forward to your support

**The chance to participate in innovative projects** and contribute your own ideas

**Free drinks** and a family atmosphere

## Your Profile:

**Experience & personality:** Several years of professional experience in human resources and an independent, structured, and reliable way of working

**Professional competence:** Confident use of MS Office and sound knowledge of labor law and human resources administration

**Languages:** Good written and spoken German, basic English skills required

**DATEV:** Practical experience in payroll accounting with the DATEV software solution is a plus

**Financial understanding:** Basic knowledge of financial accounting is a plus, but not a must

## Your tasks with us:

**HR administration:** Drafting and maintaining employment contracts, time recording, personnel planning, and processing terminations and warnings

**Payroll accounting:** Performing and supervising payroll accounting — with practical experience in DATEV/LODAS

**Financial accounting:** Basic knowledge of financial accounting is desirable, but not a prerequisite

**Reporting & evaluations:** Creation of HR-related evaluations and support with internal reports

**Project work:** Participation in internal HR projects and support with travel planning and general organizational tasks

**We are committed to an inclusive work environment!** Our team is as diverse as our society — people with disabilities, older applicants, people with a migration background, and career changers are all welcome.

If **HR Manager (m/f/d)** is your job and you would like to become part of our team, **then apply now!**

Apply Now!

## Contact:

Make your own impression of Perform Services GmbH & Co KG on <https://www.performservices.de/>



