



WIR SUCHEN DICH!

HR- Manager
(m/w/d)

In Teilzeit oder Vollzeit



BEWIRB DICH JETZT!

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

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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/>



