

To strengthen our team, we are seeking
to fill the following position, with immediate start



HR Administrator in full or part time up to 80 % in Homeoffice

MEDTRON AG is an internationally operating medical technology company. MEDTRON AG has established itself on the market as one of the leading European manufacturers of state-of-the-art contrast media injectors and consumables. Several thousand doctors, hospitals and diagnostic facilities worldwide rely on the contrast media injectors from MEDTRON that are made in Germany.

Your tasks:

- > Participation in the preparation of payroll accounting using DATEV, including all resulting requirements for documentation and communication with authorities
- > Maintaining personnel master data and carrying out the notification, reporting and certification process
- > Support in the field of financial accounting, in particular accounting for incoming invoices
- > General office and administrative work

Your skills and experience:

- > Successfully completed training or relevant professional experience
- > Several years of experience especially in the field of payroll accounting
- > Confident user of MS Office, DATEV, enjoys learning new computer programs
- > Very good German speaking and writing skills
- > Team skills and willingness to take part in further training
- > Self-responsible and independent work as well as flexible and reliable

What we offer:

We offer you a permanent employment contract with attractive benefits, including annual leave allowance and Christmas bonus, an excellent working atmosphere with free drinks, weekly deliveries of fresh fruit and the option of leasing a bike through Jobrad. In addition, our employees benefit from various working time models in order to be able to combine work, leisure time and family in the best possible way. If the tender allows it, there is the option of mobile work.



If your profile matches the outlined tasks and you would like to take on this challenge in an international, fast-growing company, we look forward to receiving your application stating your earliest possible availability and your salary requirements. Please email our HR department. Do not hesitate to contact our team if you require any further information.

Please send your application to: MEDTRON AG | jobs@medtron.com | Tel.: +49 (0) 681-97017-0