

HR - German Payroll Administrator

deSter Hoogstraten, Flemish Region, Belgium (Hybrid)

Company Description:

Are you ready to join an international company that is focused on creating sustainable products for foodservice and airline industries?

Probably at some point in your life you traveled on the plane & ordered some food or went to your nearby takeout place to buy a salad for lunch. In this case, you might have seen deSter products and didn't even know it. A lot of people don't realize that both worlds of airline cabin equipment and food packaging can be exciting, but it is more than that. deSter is unique in its industry because we source, design, manufacture and transport products which are aesthetically pleasing, functional and environmentally friendly. Our purpose is to create sustainable food and travel experiences and we need you on this journey.

If you want to be a part of a company that strives to create a better and more sustainable future, you are in the right place.

Job Summary:

To process German payroll for our employees based in Frankfurt and provide support to the German management and employees ensuring both Company and departmental standards are met.

Main Duties and Responsibilities:

- Process German payroll for all German deSter employees based in Frankfurt (all white collar positions)
- To act as the SPOC to the German employees for all payroll related questions
- To carry out all German HR administration duties as required. This will include (amongst others):
 - o recruitment/on boarding
 - o terminations/off boarding
 - o staff movements
 - o registration for German personnel insurances

- o completion of all HR related German governmental social documents
- o handling IT new user and access requests
- To maintain employee personnel files and electronic records (in compliance with GDPR) and carry out any other ad hoc filing as required.
- To ensure consistency of approach in administration documents, templates and procedures across the business.
- Respond to day to day queries received in HR from internal and external customers.
- To advise and support management and employees as required.
- To update the HRIS database (Workday) as required.
- To carry out other ad hoc HR or employment-related duties as required.

Qualifications

Education:

- Bachelor – preferably in HR related field.

Work Experience:

- 3-5 years' experience of working in a similar role, particularly in relation to German payroll and German labor legislation.
- Experience of working in a fast-paced, high-volume, international work environment.

Skills & Knowledge:

- Knowledge of German labor legislation.
- Excellent attention to detail and accuracy.
- Being flexible and "can do" attitude.
- Must demonstrate integrity, confidentiality and professionalism at all times.

- Ability to work efficiently and use own initiative.
- Good ability to process and prioritise large volumes of information.
- Excellent interpersonal skills.
- Very good verbal and written German and English communication skills - knowledge of Dutch is a plus in order to integrate in the Belgian team.
- Ability to work under pressure and to tight timescales.
- Proactive and flexible attitude.
- Good working knowledge of Microsoft Applications (Outlook, Word, Excel)
- Knowledge of Workday or any other HRIS system is a plus

What we offer:

Joining deSter means you will become a part of an innovative company with sustainability at heart and colleagues & customers globally. We have low hierarchies and a hands-on mentality, with teamwork being of high value. Besides that, we also offer hybrid way of working (office/remote) and a team of colleagues that have a passion & enthusiasm for what they do.

PS: Also possible to work with a Dutch contract for people who live close to the border Belgium-The Netherlands