



INTERNATIONAL PAYROLL IN 12 EUROPEAN COUNTRIES

GERMANY • IRELAND • SWITZERLAND • UNITED KINGDOM • BELGIUM • DENMARK • NORWAY • SWEDEN • LUXEMBOURG • SPAIN • THE NETHERLANDS • FINLAND

GLOBAL REACH, LOCAL EXPERTS

**Your next career step in the exciting world
of strategic personnel services.**

At our company, the TCP Solutions group, we can look back on over 25 years of success and offer our customers all personnel services in the areas of temporary employment, personnel placement and interim management. Our international team specialises in the provision of specialists and executives and cooperates with a large network of recruitment agencies. We are available to our business partners and employees in all wage and personnel matters.

Due to our continuous growth, we are looking for a

HR Manager / HR Generalist

at our location in Berlin (Checkpoint Charlie) at the earliest possible date.

Take your chance and become part of our successful team!

In your new position, you will take over the following tasks:

- Contact person for our employees and customers throughout the entire employment cycle
- Administration and optimisation of our contract management system, including the preparation of employment and customer contracts and HR documents
- Development and implementation of HR processes
- Takeover of the office management and any administrative work

What do you bring for this position?

- Completed academic studies or completed commercial training
- Preferably additional relevant professional experience, e.g. as a personnel specialist or personnel services clerk.
- Practical knowledge in the drafting of employment and customer contracts is desirable
- Very good computer skills (especially in MS Office)
- Solid language skills in English and German, spoken and written
- You have an independent and systematic way of working and a strong sense of responsibility
- You distinguish yourself with very good communication skills as well as a high service orientation

What can we offer you?

- Attractive and performance-related remuneration
- Permanent employment with a top personnel service provider
- International team, where mutual support and collegiality are very important
- Flat hierarchies
- Very good incorporation
- Modern, ergonomic workplace
- Various company and team events
- Best public transport connection directly at Checkpoint Charlie
- Fresh fruit, high-quality coffee and various soft drinks are available free of charge at any time!

But you are the most important! You have a positive attitude towards life and enjoy new challenges. Become part of our great team with an attractive workplace in the new building complex in the heart of Berlin, directly at Checkpoint Charlie.

Are you interested? Then we look forward to receiving your application!
We will answer the same day!

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