

Your next career step will be with us

We, the TCP Solutions group, can look back on over 25 years of success and offer our customers a full range of personnel services in the areas of temporary employment, personnel placement and freelance/contracting. Our international team has specialized 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 new employee at our location in Berlin as soon as possible

Payroll Specialist

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

- Punctual execution of payroll accounting for our assigned employees
- Maintenance of personnel master data, especially implementation of entry and exit measures
- Contact person for employees, health insurance companies and authorities
- Takeover of the registration and reporting process
- Fulfilment of the legal obligations to provide information, certificates and reports to authorities and other administrations
- Continuous optimization and standardization of processes

What do you ideally bring with you?

- University degree or completed commercial training or comparable qualifications
- Many years of work experience in payroll accounting
- Knowledge of wage tax, social security and labor law
- Knowledge of Datev payroll and Landwehr L1 desirable
- Secure handling of MS Office applications (especially Excel)
- Careful working methods, a distinctive organizational talent and an understanding of numbers
- Ability to work in a team and a high level of service and service orientation
- Good English and German language skills in spoken and written

What can we offer you?

In addition to exciting tasks in a stable and dynamic working environment, we offer you a very good initial training, excellent opportunities for further education and training, a modern workplace, a great working atmosphere with open-minded and communicative colleagues and flat hierarchies.

We encourage the development and implementation of own ideas and visions. Performance-related remuneration is a matter of course. Various company and team events complete the package. The employment is unlimited.

Fresh fruit, high-quality coffee and various soft drinks are available free of charge at any time!

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

Interested? Then we look forward to receiving your application to the following address:

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