



PORT OF KIEL

WE WANT YOU: TIME MANAGEMENT ADMINISTRATOR



We are looking for a part-time (20 hours) administrator specialising in time management for our HR department to start as soon as possible.

YOUR KEY TASKS

- You will be responsible for the day-to-day business and maintenance of the time recording system for a defined payroll area
- Your tasks will include recording, checking and correcting working times and absences
- You will be responsible for compiling and analysing statistics and providing support with administrative activities in day-to-day business
- You will act as a competent contact person for our employees with questions on time management issues

YOU HAVE

- Completed commercial training or comparable qualification
- Experience in human resources, ideally already in the field of time management is desirable
- You are confident in using the common MS Office applications
- A high level of discretion and sensitivity when handling personal data are a matter of course for you
- A communicative and team-orientated as well as conscientious, responsible and empathetic way of working round off your profile

WE OFFER

- A permanent employment contract in an open, friendly atmosphere with a view of the Kiel Fjord
- Flexible working hours with the option of a mobile office
- Corporate Health Management with various team events and sporting events
- Bike leasing, Hansefit, corporate benefits and job ticket discounts
- An open and fair working environment in a young and dynamic team

CONTACT

We look forward to receiving your application documents in PDF format, stating your earliest possible starting date and salary expectations, by e-mail to personal@portofkiel.com.

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