To support our personnel team at DFKI site Kaiserslautern, we are looking for an employee at the next possible time

**Clerk (m/f/d) for Human Resources**  
(full-time/part-time is possible, initially limited to 2 years with option for extension)

**Your tasks:**
- Completion of all tasks within the context of personnel administration
- Editing new hires, contract renewals and changes
- Entry and administration of salary data in DATEV/Lodas and SV-Net
- Monitoring and ensuring compliance with deadlines and time limits
- Advising employees on all contractual and payroll issues

**Your profile:**
- Successfully completed commercial education
- Work experience in the personnel department
- Good knowledge of employment law, social security law and income tax law
- Safe handling of MS Office
- Good knowledge of English
- Discretion and absolute reliability
- Independent, reliable and structured way of working
- Joy in dealing with people
- Knowledge of DATEV/Lodas data analysis/evaluation is an advantage

**We offer you** an interesting, challenging and varied field of activity. We are an engaged team in an interesting change and learning process and you have the opportunity to become a part of this team.

**Are you interested?**
Then send us your detailed application, stating the earliest possible starting date and your salary expectations in electronic form only please until September 30th, 2019 to:

DFKI GmbH  
Human Resources  
personal@dfki.de