

Commercial Clerk – Payroll Department

Type: Full time

Sparte: Josef Göbel

Location: Fladnitz, Steiermark

ABOUT YOURSELF

Profile & tasks

WHAT DO YOU BRING

- Completed commercial education (e.g. apprenticeship, HAK)
- Independent and reliable way of working
- Solid MS Office skills
- Structured and accurate working style
- Clear and effective communication

YOUR AREAS OF RESPONSIBILITY

- You support the complete payroll accounting for all employees
- You collaborate with authorities regarding social insurance, tax office, and health insurance
- You assist with employee registration and deregistration and maintaining the database
- You create and analyze statistics

ABOUT US

Offer & benefits

WHAT WE OFFER

- Full-time employment
- A good working atmosphere in a dynamic team
- Remuneration in accordance with the Austrian collective agreement for employees in craft and trade, pay group II after the 4th year of employment: €33,600 gross (as of 01/25).
Classification depends on education and qualifications, with willingness to pay above the standard

YOUR BENEFITS

- We support you with a subsidised lunch
- We support you with mobility and accommodation
- We offer you flexible working time models
- We provide you with specialised training