



## HR Payroll Specialist - International Companies & Projects (m/f/x)

Location: Haren

Working Hours: Full-time employee

1,600 employees in 18 locations around the world with a fleet of 60,000+ circulating containers. Since ELA's establishment in 1972, our business has continuously been expanding, we are specialists in mobile room solutions. Our family-run company based in Haren (Ems), Germany, is growing at a fast pace and we are actively looking for qualified and dedicated team players to join us locally, internationally and beyond.

Do you like payroll but want to do more than payroll? In our HR team, you will take responsibility for our international payroll accounting and actively participate in HR projects and process improvements. If you enjoy providing service-oriented support to colleagues worldwide, then we are a good fit for each other!

You're a person with your individual profile, qualifications, talents and wishes. But we are not like any other company. We offer exciting jobs, opportunities for your further development and an easy going working atmosphere. Interested? Then we should get to know each other better.

### Your tasks

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- + Together with the HR team, you will be responsible for the timely and accurate preparation of monthly payroll accounting for our national and international companies
- + Maintenance and administration of personnel master data and time management in our HR and payroll systems
- + Ensuring the correct application of tax, labour and social security law and acting as a competent contact person (m/f/x) for our employees for all questions relating to payroll
- + Preparing evaluations and processing registration and certification matters.
- + Communicating with health insurance companies, authorities, social security institutions, auditors and external accounting service providers
- + Collaborating on international HR and payroll projects, e.g. harmonising processes, introducing new tools or optimising existing procedures
- + Supporting monthly and annual closing tasks in the HR environment and preparing statistics and reports for internal stakeholders

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## Your skills

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- + Successfully completed commercial training as an industrial clerk (m/f/x), degree in business administration/economics or comparable qualification
- + Further training as a human resources specialist (m/f/x) or in the field of payroll accounting is an advantage
- + Professional experience in payroll accounting, ideally in an industrial company
- + Very good knowledge of tax, labour and social security law
- + Confident use of common MS Office applications and knowledge of DATEV, Personio and Atoss desirable but not essential
- + Good written and spoken English required

## What you can expect from us

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- + Our **company fitness programme**: thousands of gyms, swimming pools, etc. are available to you for just €30 per month throughout Germany, some of which are also available digitally without restrictions
- + We offer you support with **emergency childcare**
- + You have **flexible working hours** with us and work flexitime
- + We want to offer you long-term prospects - that's why you will receive a **permanent employment contract** from us
- + You will receive **attractive discount offers** from over 1,500 brands from all relevant areas of life in the ELA Corporate Benefits portal
- + Our **company restaurant** serves up fresh, delicious lunches on a daily basis
- + We want you to be optimistic about the future, which is why we support you with our **company retirement plans** and capital-forming benefits for your financial security
- + You have the option to work up to **60% of your week from home**
- + We organize an extensive **onboarding program** for you at our headquarters in Haren (Ems), so that you can get to know the entire company, our products, and our employees
- + There's no need to part ways with your four-legged friend at ELA, as you can simply bring your **dog** with you into the office if the situation allows
- + We offer you an attractive **bike leasing** programme
- + Your health matters to us, which is why we offer you **height-adjustable desks** in every office

## How You can apply

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Please send your documents via our career website <https://career.ela-container.com> or via email [career@ela-container.com](mailto:career@ela-container.com) including your CV, your essential certificates and qualifications, as well as a few lines about yourself and why we fit. We would then like to meet and have a personal conversation with you. We look forward to hear from you!

### Any questions?

Contact us via email or WhatsApp/text message on +49 1511 9539616.