

## **Administrative officer (m/f/d) for Payroll and Office Management**

The KD Pharma Group is a medium-sized, internationally operating company headquartered in Bexbach, Saarland. It specializes in manufacturing custom products that meet the diverse needs of the global market. KD Pharma Group is one of the few companies worldwide offering Omega-3 concentrates with a purity of up to 99.5%. This achievement is due to its exclusive focus on research and technology development of Omega-3 fatty acids. As a result, KD Pharma Group can provide tailored solutions that enable each customer to differentiate themselves from competitors in the global market.

We are currently seeking a new team member to join us immediately as a Administrative officer (m/f/d) for Payroll and Office Management.

### **Your tasks:**

#### **Payroll area:**

- Recording, processing, and verifying all salary and wage data relevant to employees, as well as preparing monthly payroll using Datev/LODAS
- Conducting relevant salary postings in financial accounting including reconciliation of payroll accounts (MS Navision)
- Handling timely internal and external inquiries including the preparation of certificates for authorities (health insurance companies, employment offices, tax authorities, municipalities, etc.) and reports/statistics
- Recording, processing, and verifying matters related to direct insurances, pension funds, company car agreements, as well as garnishments, including related correspondence
- Managing external audits such as social security or income tax audits
- Serving as a contact person for employees, HR Business Partners, and executives on payroll-related matters
- Generating personnel cost evaluations for monthly closings and corporate planning
- Possibly taking over personnel time management (bedatime)

#### **Office management area:**

- Correspondence and internal/external communication (email, post, telephone)
- General office management tasks, e.g., coordinating tradesmen or cleaning services, and preparing business appointments
- Fleet management
- Credit card management
- Planning and organizing travel and hotel stays, including verifying travel expense reports
- Supporting in the area of financial accounting

### **Your profile:**

- Completed commercial education, ideally with further training as a payroll accountant or equivalent



- Minimum of 5 years of professional experience in payroll accounting
- Knowledge of income tax and social insurance law, as well as company pension schemes
- Proficient in MS Office programs
- Trustworthy work ethic, teamwork skills, assertiveness, and organizational talent
- Good English skills

**Benefits:**

- Individual career and development opportunities in an internationally operating company
- Christmas and vacation bonuses
- Company pension scheme
- Free water and coffee
- Company products at employee prices
- Company events

Join our dynamic team and help shape the future of KD Pharma Group. We look forward to receiving your application!

**Location:** Bexbach

**Starting date:** Immediate

**Working hours:** Full-time

**Please send your application to:**

**Contact person:** Mrs. Tatjana Klisch

**E-Mail:** [hr@kd-pharma.com](mailto:hr@kd-pharma.com)