



HR MANAGER PAYROLL (M/F/D)

Hyundai Capital Europe is the first non-European financial service corporation obtaining a full European bank license from ECB since 2008. The newly established Hyundai Capital Bank Europe, with its headquarter located in Frankfurt/Main, is the European subsidiary of the South Korean Hyundai Capital Services Inc. in Seoul. With more than 10.000 employees worldwide, the corporation is the market leader in the field of financing and leasing of Hyundai and Kia vehicles.

We are now focusing on setting up the new automotive bank in Germany for the brands of Hyundai and Kia. For this reason, we are looking for highly motivated employees who are willing to take on this challenge and enthusiastically further develop the already created.

You have the unique chance to implement your ideas into our rapidly growing business, a truly international company with an exceptional corporate culture. This means an amazing work environment in the heart of the German bank center. Exciting, Opportunities – Join us!

YOUR RESPONSIBILITIES:

PAYROLL & PENSION SCHEME:

- > Execution of monthly payroll for Germany (internal Employees as well as Expatriates), Italy and Netherlands in close cooperation with local payroll vendors
- > Manage HR master data
- > Participation in HR projects to optimize existing processes
- > Manage the T&A system (vacation, sick leaves) including regular reports

GENERAL HR DUTIES

- > Support the entire recruitment process for specific departments or audience groups
- > Manage job postings and job boards and track applications
- > Conduct exit interview with leavers and report to the Management as necessary
- > Conduct stay / probation interviews with new hires and provide reports to the Management
- > Manage staffing and onboarding process for external resources (leasing and interim)
- > Be a cultural ambassador for our international and divert company culture and strive to develop the integrational mindset
- > Provide regular HR reports (monthly HR key metrics, headcount planning, HR Dashboard, MyOrg) to the Management and/or HQ
- > Support HR annual budget planning process
- > Support employee core data management in HR platforms (HR ERP, absence management)
- > Drive change and development of internal process structure to streamline the HR workflow

YOUR PROFILE:

EDUCATION & EXPERIENCE

- > University degree in business administration, psychology or law with a focus on HR Management or equivalent qualification or equivalent
- > Minimum of 3 years professional HR experience ideally in a speedy, international environment with solid knowledge in general HR processes such as compensation, performance management, headcount planning as well as German labor law; European labor law a plus
- > Solid knowledge in payroll processes
- > Solid experience in recruiting and people development
- > Solid experience working with different HR ERP Systems like Oracle, PeopleSoft, SAP, or others
- > Experience in banking or auto finance area is a plus

SKILLS, PERSONAL CHARACTERISTICS & OTHER REQUIREMENTS:

- > Knowledge of active sourcing and HR channels
- > Very good knowledge of MS Office
- > Excellent writing and verbal skills in both German and English.
- > Excellent organizational abilities, timeliness and accuracy
- > Excellent communication skills
- > Positive mindset and a hands-on and 'can do' attitude
- > Intercultural sensitivity
- > Team player and enjoying dynamic working environment

OUR OFFER:

- > Flexible working hours
- > Performance based compensation
- > Permanent contract
- > Company pension scheme
- > Pleasant working atmosphere in an international team
- > Modern workplace in the heart of the banking metropolis Frankfurt am Main
- > Ideal traffic connection
- > Free breakfast-service including fruit basket

INTERESTED? APPLY NOW!

We look forward to receiving your application. Please also indicate your notice period and salary expectation: recruiting@de.hcs.com.

INFORMATIONEN UEBER DIE POSITION:

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