

# HR Specialist Payroll (m/f/d) in part-time - External English (HH)

Ohly is one of the world's leading suppliers of yeast-based specialty ingredients for the global food, fermentation, feed and health market. It is part of the ABF Ingredients group (ABFI), providing specialty ingredients to a variety of segments including Food, Beverage, Nutrition, Feed and Pharma.

Within the model of devolved autonomy operated by ABF, Ohly develops and implements its own strategy and accounts for its own business success. This empowers our people with great freedom and independence. While enjoying all of the benefits and opportunities that belonging to a global group brings, meaning that individuals and teams can make a real difference within this operating culture.

As part of the local HR team at Ohly GmbH in Hamburg Wandsbek, we are looking **for a part-time HR Specialist Payroll (m/f/d) (appr. 25h/week)** to start as soon as possible.

## **The role and your tasks**

- Part of the four-person HR team and direct reporting line to the Lead HR Business Partner
- Ensuring proper and timely payroll accounting including preparatory activities and follow-up activities as an interface to the external payroll service provider
- First contact person (m/f/d) for all employees on the topic of payroll accounting
- Administration of personal changes
- Taking on administrative activities in the HR area, such as creating remuneration letters, certificates and taking on any correspondence that arises
- Data maintenance and administration in the time management system and further development of the corresponding digital processes
- Support in the preparation of quarterly and annual financial reports and audits
- Preparation of statistics
- Administration of the company pension scheme
- Participation in projects

## **Your profile**

- You have profound professional experience in the field of payroll accounting, ideally in the industrial sector, and enjoy implementing and optimising payroll processes
- You have in-depth knowledge of payroll tax and social security law
- You are comfortable with digital tools and are adept at using MS Office - especially Excel and Word
- You have a high affinity for the digitalisation of processes and are confident in common time management software, ideally AIDA
- You have a high affinity for numbers and work systematically, carefully and independently
- Service orientation and strong communication skills as well as good teamwork are important to you
- You are fluent in German and have a good command of English
- You like to work hands-on and independently and are looking forward to becoming part of a professional HR team

## **What we offer**

- Friendly and committed colleagues
- A strong global group of companies that offers security and a self-sufficient and dynamic local unit
- Short decision-making processes and many opportunities to actively participate in the organisation
- Flexible working hours and the option of mobile working

- Company pension scheme
- Central location (connection to public transport and parking facilities)
- Subsidy for the hvv Jobticket
- Charging station for e-bikes and charging points for e-cars

Ohly operates based on our values of doing the right thing for our people, customers, and planet.

We are committed to creating a diverse and welcoming workplace that includes colleagues with varied lifestyles, backgrounds, and experiences. We believe that enables us to better meet our values while innovating and delighting our customers throughout our global communities.

Are you interested in this varied position? Then we look forward to receiving your application!