

IFA Rotorion – Powertrain belongs to IFA Rotorion – Holding GmbH, one of the leading suppliers of subassemblies for the automotive industry, offering each client unique and customised solutions. We cooperate with such leading automotive companies as Daimler, VW, BMW, GM, Chrysler, Audi, Porsche, Ford and Ferrari. We supply what is the best.

The passion, commitment to work and ideas of our 2300 employees constitute a basis for our innovations and modern technologies. Thanks to this, we help to shape the future of the automotive industry and are able to react to our customers' future needs.

As IFA Rotorion – Holding GmbH we conduct business activities in Germany (with the headquarters in Haldensleben) and USA – in Charleston, and Asia – in Shanghai.

In connection with our further development, we are building a production plant in Poland – in the community of Ujazd in the Opolskie voivodship.

IFA Powertrain Polska will manufacture propshafts for the Daimler Group.

www.ifa-rotorion.com

Payroll and Personnel Specialist

Place of work: Zimna Wódka/community of Ujazd

The key responsibilities at this position are the following:

- cooperation with the payroll services provider with respect to employees' affairs and salaries,
- coordination of personnel documentation: preparation of contracts and annexes pursuant to the effective legal regulations,
- control of payroll calculations: planning of working time schedules, maintenance of working time records,
- preparation of payrolls on the basis of social insurance and personal income tax regulations,
- preparation of payroll and employment reports,
- organisation of the employment process, cooperation with the occupational medicine physician and the OHS inspector,
- cooperation with department managers on such HR activities as employee training, personnel consultancy, employment, remuneration, etc.,
- participation in the development of policies, procedures, by-laws.

From candidates, we expect the following:

- higher education (economics, finance, human resources),
- at least 3 years' experience at a similar position (preferable at a large manufacturing enterprise),
- **knowledge of SAP is a necessary condition (experience in the implementation of SAP or HR will be an advantage),**
- **knowledge of social insurance regulations, personal income tax regulations, and issues related to a company social benefits fund,**
- **very good knowledge of the MS Office package, especially Excel – work with data, creation of reports,**
- **very good knowledge of written and spoken English and/or German,**
- orderliness and meticulousness (focus on details in report preparation),
- ability to work in a team and build relationships at various organisational levels,
- very good work organisation – multitasking,
- self-reliance, ability to work under time pressure.

Would you like to participate in building this organisation from scratch and acquire new skills and qualifications? Is mutual respect among employees as important for you as stability of employment in a reputable company?

If so, why don't you join us?

At the beginning we offer: a contract of employment, a basic salary and private medical care.

Send your CV in Polish and German or English to the following address: Recruiting.Ujazd@ifa-rotorion.com, quoting **Payroll and Personnel Specialist_UjaP** in the subject line

In your CV, please include the following clause: "I hereby agree to have my personal data included in my offer processed for the purposes of the recruitment procedure conducted by the company IFA Powertrain Polska with its registered office in Ujazd, pursuant to the Personal Data Protection Act of 29 August 1997 (i.e. Journal of Laws of 2014, items 1182, 1662)".

This is to inform you that the data administrator is the company IFA Powertrain Polska with its registered office in Ujazd, ul. Sławięcicka 19. Data are collected for the purposes of the recruitment procedure. You are entitled to access the content of your personal data and to have them corrected. The submission of personal data in the scope specified in the provisions of the Labour Code Act of 26 June 1974 and its secondary legislation is obligatory. The submission of any other data is voluntary.

We will contact selected candidates only.