



Our foresight. Your inspiration.
Plant tomorrow's ideas.



HR Generalist Learning (Admin & Payroll) (m/f/d)

For KWS Berlin GmbH, we are looking for an HR Generalist (Admin & Payroll) (m/f/d) for supporting our business units in Learning. This position in our Global Transaction Center (GTC) is temporary until December 31, 2023 and is available on a part-time (20 hours/week) basis. If you are interested in working independently and service-oriented and if you have already demonstrated that you are self-motivated, a team player, and flexible, we look forward to getting to know you soon.

Your tasks:

- Together with your colleagues in the Admin & Payroll team you will ensure a correct and timely payroll for our business units, in cooperation with our external payroll provider
- You ensure the data exchange with the payroll provider. You control the quality of the payroll results and create reports and evaluations. You also process requests from employees and managers in our ticket system
- As a deputy you will take care on other countries as well, e.g., in case colleagues are on vacation
- You manage the administrative part of the hiring process by providing contracts including additional documents and you ensure that new colleagues are administratively onboarded according to the local regulations and policies (e.g., insurances, pension plans, company cars)
- You closely collaborate with HR Business Partners and Payroll Provider to ensure that all personnel measures are executed end-to-end, and data are maintained accurately and in time
- You handle the administration of the salary adjustment as well as bonus payment processes and create all documents, like contract changes, certificates, reference letters during the employee lifecycle
- You actively participate in the continuous improvement of our processes

Your profile:

- You already have experience in HR Administration and/or in Payroll. If you have already worked in a shared service environment: even better!
- For you, teamwork means supporting each other, solving problems together and learning together
- You are not satisfied with the status quo and you are looking for opportunities to accomplish your tasks even better and more efficiently
- Your "customers" are your colleagues at KWS and it is therefore important to you that they can trust that requests are completed on time, problems are solved fast and questions are answered quickly
- You are fluent in English. German is not required

What you can expect:

- A location in the heart of Berlin (currently mainly working from home)
- A great team with lots of fun at work and regular team events
- A positive and appreciative working environment
- Flat hierarchies and open communication
- An attractive remuneration package incl. pension plan and other benefits
- Flexible working hours and a reasonable work-life balance
- Training opportunities

Did we spark your interest?

Then apply now via our online portal and send us your documents. We look forward to getting to know you!

About KWS

KWS is one of the world's leading plant breeding companies. With the tradition of family ownership, KWS has operated independently for more than 165 years. It focuses on plant breeding and the production and sale of seed for corn, sugar beet, cereals, potato, rapeseed, sunflowers and vegetables. KWS uses leading-edge plant breeding methods. Around 6.000 employees represent KWS

in more than 70 countries. For more information: www.kws.com/career. Follow us on LinkedIn® at <https://www.linkedin.com/company/kwsgroup/>.

Our data privacy policy for candidates is available on www.kws.com/dataprotection. Please select the country where the job you applied for is posted in and, if applicable, the specific business unit.