



reliable  
communicative  
structured

## HR Administrator (m/f/d) full-time

EPflex is one of the world's most important manufacturers of metallic components for minimally invasive medicine. With numerous patents and innovations, we are among the pioneers in our industry. With around 400 employees, we push the boundaries of minimally invasive surgery every day. For patients, this means shorter procedures, less pain and faster recovery.

### YOUR TASKS

- Personnel support and administration (creation of contracts, maintenance of personnel master data and the time recording system, the preparation of references)
- Preparation of employee entries and exits
- Preparation of personnel-related documents and administration of personnel files
- Support in applicant management
- Support of employees in personnel matters

### YOUR PROFILE

- A successfully completed commercial vocational training (e.g. industrial clerk (m/f/d))
- Professional experience in human resources desirable
- Communicative, friendly and confident appearance
- Reliability, discretion and loyalty
- Independent and structured way of working
- Good MS-Office skills

### OUR PROMISE



Permanent  
employment contract  
Crisis-proof industry



Flexible Working  
hours  
2 days per month  
compensatory time  
off possible



Contribution to  
capital-forming  
benefits



Participation in sports  
activities  
Cooperation with  
fitness studios



Financial support for  
professional and  
further training



Various discounts  
(Outletcity Metzingen,  
voucher card, etc.)