



Based in Alzenau, near Frankfurt in Germany, Hyundai Motorsport GmbH is responsible for Hyundai's global motorsport activities and primarily for its World Rally Championship program. In parallel to its World Championship winning WRC campaign, Hyundai Motorsport's Customer Racing department was created with the aim of enhancing Hyundai's motorsport image around the world with the Hyundai i20 R5 rally car the Hyundai i30 N TCR, Veloster N TCR and Elantra N TCR for circuit racing.

## We are now hiring an **HR Assistant**



### **Main tasks**

- Support and prepare the monthly payroll and general administration ensuring completeness and accuracy
- Create employment contracts and support the hiring processes in terms of administration
- Prepare pay orders through an electronic system and manage the relationship with external partners regarding the payroll
- Support to process taxes and payment of employee benefits
- Keep track of wages, compensation benefit rates, new hire information etc.
- Address issues and questions regarding payroll from employees and superiors
- Prepare reports for upper management, finance department etc.
- Prepare and organize external and internal audits regarding HR processes

### **Qualifications**

- Minimum 1 to 3 years of relevant work experience in HR administration / payroll
- Fluent English and German both written and spoken is mandatory
- You complete tasks with minimal guidance and work under pressure to meet deadlines
- You have a good knowledge of SAP or another comparable HR system
- Perform through a service-oriented and flexible attitude
- Provide support to other departments with a high skill in communication

Application to [\*\*jobs@hyundai-ms.com\*\*](mailto:jobs@hyundai-ms.com)

Further information about Hyundai Motorsport : [motorsport.hyundai.com](http://motorsport.hyundai.com)  
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