

Innovative new captive bank. Exciting. Opportunities. Join us!



Manager Human Resources (m/f/d)

The Hyundai Capital Bank Europe is the first non-European financial services company to obtain a full banking license from the European Central Bank. The newly established bank, based in Frankfurt am Main, is the European subsidiary of the South Korean Hyundai Capital Services Inc. in Seoul. With more than 10,000 employees worldwide, we are the leading company in the financing and leasing of Hyundai and Kia vehicles.

As the captive bank of the Hyundai Motor Group and its brands Kia Motors and Hyundai Motor, the Hyundai Capital Bank Europe has supported the distribution of Kia and Hyundai vehicles in Germany since September 2016. To further develop our young automotive bank, we are looking for highly motivated employees. In an innovative company with an exceptional corporate culture, you will have the unique opportunity to contribute your ideas in our fast-growing business and implement them accordingly. All of this in an international working environment in the heart of the German banking metropolis. Exciting. Opportunities. Join us!

YOUR RESPONSIBILITIES:

Payroll and Expense Management

- Ensure all payroll transactions are processed efficiently
- Collect, calculate, and enter data in order to maintain and update payroll information on MyHR and Payslip
- Compile summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages and provide regular/adhoc reporting
- Determine payroll liabilities by calculating employee national and council income, social security taxes, employee's pension, social security, unemployment, health insurance, benefits, and workers compensation payments
- Resolve payroll discrepancies and handles changes in exemptions, job status, and job titles
- Maintain payroll operations by following policies and procedures
- Process expat payroll including social security, tax
- Provide Employee salary reviews
- Develop monthly/adhoc financial and operational reporting
- Keep track of learning & development costs and monitor budget plans
- First point of contact for all day to day payroll queries ensuring all queries are dealt with in line with relevant legislation and internal policies
- Communicate with employees, managers and external parties such as health insurance companies, social insurance institutions, public authorities and payroll service provider
- Handle day to day expenses of employees and manage the master data

Audit

- Review offer letters and contracts for candidates and new hires to ensure compliance with legal and regulatory requirements
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements
- Ensure bonus letter communication is delivered correctly and the bonus payout is completed efficiently
- Manage HR audit process with regards to employment contracts and internal procedures
- Support HR Senior Manager with external audit process (Deloitte)

General HRM

- Improve and develop suitable HR processes and procedures focused on working time, benefits, compensation
- Maintain absence management data on HR Works and be the main contact point for employee inquiries
- Prepare letters required for employment cycle, including termination letter agreement, reference letters, probation letters
- Enter employee core data on MyHR on the real-time basis and maintain the data with accuracy
- Drive MyHR system improvement and update by collaborating with HQ IT and HR
- Conduct HR induction trainings for new hires

Other Tasks & Duties

- Manage working students from hiring to termination
- Provide probation reports to the Management and the Head of Corporate Services

YOUR PROFILE:

Education, Experience, Skills, Personal Characteristics & Other Requirements:

Education & Experience:

- University degree in business administration, psychology or law with a focus on HR Management or equivalent qualification
- Minimum of 5 years professional HR experience ideally in a dynamic, international environment
- Solid knowledge in HRM management topics including payroll, tax, expense management as well as German Labor Law

Skills, Personal Characteristics & Other Requirements:

- Very good knowledge of MS Office
- Looking proactively for improvement processes
- Integrity, flexibility, resilience and the ability to work independently
- Excellent communication skills, both written and spoken and able to develop positive working relationships across all levels and functions
- Fluent in German and English
- Intercultural sensitivity

OUR OFFER:

- Flexible working hours
- Performance based compensation
- Pleasant working atmosphere in an international team
- Modern workplace in the heart of the banking metropolis Frankfurt am Main
- Ideal traffic connection
- Free breakfast including fruit basket
- Benefits including lunch vouchers and pension plan

INTERESTED?

We look forward to receiving your application to recruiting@de.hcs.com.

T +49 (0) 69 920 383 000 | E recruiting@de.hcs.com
Friedrich-Ebert-Anlage 35-37 | 60327 Frankfurt am Main

The logo for Hyundai Capital, featuring the company name in a white, sans-serif font inside a white rounded rectangular border.

Please also indicate your notice period and salary expectation.

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