

BRITTA SCHAUER

INTERIM HR MANAGER & PAYROLL SPECIALIST



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MY PROFILE

As an interim HR professional, I specialize in creating structure and delivering sustainable solutions in demanding situations. With a sharpened eye for processes, a passion for transformation, and the ability to approach challenges strategically and pragmatically, I support companies exactly where it matters most — quickly, effectively, and with a clear focus on results.

SOFT SKILLS

- **Strong communicator:** confident and effective across all hierarchy levels.
- **Leadership skills:** convincing presence, empathy, and the ability to motivate and lead teams.
- **Pragmatism:** hands-on mentality and fast problem-solving.
- **Resilience:** able to perform under pressure and adapt to fast-changing situations.
- **Empathy:** understanding of stakeholders' concerns and perspectives.

LANGUAGES

- **German:** native speaker.
- **English:** C2 level.

EDUCATION

1993 – 1995

Vocational training, Tax Clerk
(Steuerfachgehilfin)

1991 – 1993

Business Administration studies

EXPERIENCE

- **Organizational development:** optimizing structures, processes, and teams to increase efficiency and employee satisfaction.
- **HR digitalization:** developing and implementing HR digitalization strategies to boost efficiency and simplify workflows.
- **HR management:** holistic management of HR processes, including time-tracking management and workforce planning.
- **Payroll:** 28 years of solid payroll experience, including reliable processing, deep process understanding, and interface expertise to finance.
- **Compliance & employment law:** sound knowledge of social security, labor, and works constitution law, plus practical experience with collective bargaining agreements.
- **Recruiting & talent acquisition:** fast filling of critical positions through targeted recruiting strategies.
- **Employee relations:** conducting employee discussions, close cooperation with the works council, and experience in conflict management.
- **Process optimization:** continuous improvement and digitalization of HR processes to increase efficiency and transparency.
- **ERP & HR tools:** experience with common HR and ERP systems (e.g. SAP, Datev, Workday, Personio) and their use for process automation.
- **Business orientation:** positioning HR as a strategic driver of business success, with strong competence in finance and controlling.
- **Customer focus:** oriented towards the needs of internal stakeholders and external HR service providers to optimize HR services.
- **Agile working:** flexible, fast action in dynamic projects, effectively managing change; certified Project Manager (PRINCE2®).

SERVICE

- **Fast onboarding:** able to take on operational responsibility within a very short time.
- **Flexibility:** adapts to different corporate cultures and short-notice requirements.
- **Strong network:** access to a broad network for recruiting and expert knowledge.
- **Tools:** Office 365, Power BI, Netsuite, Microsoft Dynamics NAV, Blending, SAP HCM, Datev, Lexware, Cornerstone, Personio, HR Works, Softgarden, Rexx, Canva, GIMP, Wix, WordPress.

CV & PROJECT HISTORY

10/2025 – 03/2026 Löwenstein Medical Technology GmbH + Co. KG | *Payroll Specialist*

- Preparatory payroll (SD Works) for 480 employees (white & blue collar)
- Absence management, year-end payroll closing
- Reporting and special tasks

12/2025 – 02/2026 Alliance Healthcare Deutschland GmbH | *Payroll Specialist*

- SAP HCM payroll for approx. 350 employees (white & blue collar)
- Supported Head of HR Operations – works council elections for approx. 30 locations

06/2025 – 09/2025 NSSLGlobal GmbH | *Senior Accountant*

- Month-end closing and reporting
- Accounts payable/receivable, banking, payroll, travel expenses
- Clean-up of accounts

06/2024 – 04/2025 UKSH Gesellschaft für IT Service mbH | *Payroll & HR Management*

- Rapid onboarding into SAP HCM payroll to transfer learned processes and procedures to new colleagues; payroll for 180 employees
- Digitalization and optimization of HR processes
- Optimization and development of recruiting

12/2023 – 05/2024 Hertz & Selck GmbH & Co. | *Executive Assistant to Management*

- Strategy development and execution of company objectives
- Project management for site relocation, preparation and commissioning of large-scale machinery
- Collaboration with business consultants on production process optimization
- Contract drafting
- Development of various business concepts

06/2023 – 11/2023 GvW Graf von Westphalen | *Office Manager & HR Administration*

- First point of contact for HR, labor, and social law matters
- HR administration
- Payroll for 280 employees, recruiting, employee development and benefits administration, on- and offboarding
- Office and facility management for 5,000 sqm of leased space
- Budget responsibility and invoice approval
- Supplier contract negotiations

01/2018 – 05/2023 Synpulse Deutschland GmbH | HR Business Partner Germany & Austria

- First point of contact for HR, labor, and social law matters
- HR administration, payroll and payroll accounting for 50 employees, employment contract drafting, benefits administration
- Recruiting
- Year-end closing; point of contact for auditors, authorities, and all external business partners
- Conception and organization of internal and external events and training
- People management (4 direct reports)

12/2012 – 12/2017 Synpulse Deutschland GmbH | HR & Finance Business Partner

- HR administration, payroll accounting for 25 employees, employment contract drafting, benefits and company bike scheme administration, Recruiting
- Project administration and invoicing, contract management, bookkeeping, year-end closings
- Conception and organization of internal and external events and training

04/2012 – 12/2017 Glamour Books | Interim Assistant & Freelance Bookkeeper (concurrent with Synpulse)

- Bookkeeping and payroll accounting; executive assistance to Synpulse Deutschland GmbH
- Assistance and event organization for various craft businesses

01/2009 – 03/2012 Transportkontor Schauer GmbH | Deputy Managing Director

- HR administration, payroll accounting, bookkeeping, controlling and budgeting
- Dispatch planning for own and third-party vehicles; people management (6 employees)

08/1996 – 12/2008 City Cat Ltd., Johannesburg, South Africa | Business Management, Wholesale & Retail

- Finance and controlling, purchasing and sales, event organization
- HR administration and preparatory payroll for up to 14 employees; people management (up to 12 employees)

08/1995 – 07/1996 Minning & Dr. Suhren Wirtschaftsprüfer und Steuerberatung, Hamburg

- Year-end financial statements; corporate and private tax returns
- Payroll and wage accounting, corporate bookkeeping