

Poland Jobs Expertini®

German Payroll Specialist

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Company: Safeguard Global

Location: Poland

Category: office-and-administrative-support

Ready to join the future of work?

Come join a remote and hybrid first, global company spanning across the Americas, Europe, and Asia for **A Job That Works for You**. You will become among 2000+ Guardians worldwide, embracing YOUR unique approach to work.

Our vision of the future of work is **Work In Any Way** which offers flexibility for where you work, it empowers you to define your ideal work environment, unbound by the traditional notions of what work should look like. Most importantly, it puts people first!

About Us:

Safeguard Global is Global! We help 1500+ companies hire, manage, and pay employees in 170+ countries. Join us to meet diverse talent, explore new cultures, and connect with amazing folks from around the globe.

The role in a nutshell:

As a **Senior German Payroll Specialist**, you'll play a critical role in ensuring smooth and efficient payroll processing for our clients. With responsibility for managing all related work processes, you'll have the opportunity to make a real impact on our clients' operations and contribute to their success.

How you will make a difference:

Maintaining payroll records: new hires, leavers, transfers, contractual changes etc.;

Validating all payments and deductions;

Processing data before and after the monthly payroll in various systems and databases;

Supporting and advising clients on employment contracts, policies, taxes, mandatory insurance and social security regulations;

Ensuring all payments are duly authorized after appropriate review;

Ensuring the accuracy and timely delivery of monthly payroll files;

Responding to client enquiries via phone and email (in German and potentially also in English);

Building and nurturing the relationship we have with the customer and deliver world class service;

Maintaining KPI performance of assigned clients.

What will give you an advantage:

4+ years experience in payroll and personnel administration;

Fluent German and a good level of English, both written and verbal;

Experience of payroll processing in local payroll legislation;

University Degree in Business Administration, Economics, Labor or related field will be a plus;

Past experience on German SAGE HR suite software engine would be a plus;

Competent IT user of Excel, Word, payroll system(s);

Ability to work effectively on a solo basis and also within a team environment.

Our Global Benefits:

Autonomy & Flexibility (Work in Any Way): Be supported with as much flexibility as possible.

Bonding Leave: Enjoy paid leave to bond with your new family member.

2 Charitable Days: Contribute to causes you believe in.

Reward & Recognition Program Be rewarded for your success and championing our values.

Corporate bonus/SIP: All Guardians are eligible for our annual bonus scheme or sales incentive plan.

Coworking Space: Need to meet with a client, utilize admin services or just get out of the house? We've got you covered with flexible workspace options based on location.

Why become a Guardian:

International Environment: Grow your network internationally and collaborate across the world. Interact, discover cultures, and tap into local expertise.

Our Culture: We emphasize the people factor in everything we do. Our nurturing culture ensures your ideas reach our leaders and your contributions get the recognition they deserve.

Learning: We support your continuous growth by providing access to 2 learning platforms, where you can learn at your own pace.

Next Steps:

Ready to join a workforce that shapes itself around your life, embraces remote work like a pro? Apply, by clicking on the following link. We wish you the best with your application. Our Guardian promise to you is to keep in touch to arrange the next stage should your application meet the position's requirements, and or a gentle update if you have been unsuccessful at this time.

Welcome to the Future of Work!

#LI-AT2

#LI-REMOTE

At Safeguard Global, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and Guardians.

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