

Poland Jobs Expertini®

Junior Payroll and Benefits Specialist

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Company: U.S. Bank

Location: Warsaw

Category: business-and-financial-operations

At U.S. Bank, we're on a journey to do our best. Helping the customers and businesses we serve to make better and smarter financial decisions, enabling the communities we support to grow and succeed in the right ways, all more confidently and more often—that's what we call the courage to thrive. We believe it takes all of us to bring our shared ambition to life, and each person is unique in their potential. A career with U.S. Bank gives you a wide, ever-growing range of opportunities to discover what makes you thrive. Try new things, learn new skills and discover what you excel at—all from Day One.

As a wholly owned subsidiary of U.S. Bank, Elavon is committed to building the platforms and ecosystems that help over 1.5 million customers around the world to achieve their financial goals—no matter what they need. From transaction processing to customer service, to driving innovation and launching new products, we're building a range of tailored payment solutions powered by the latest technology. As part of our team, you can explore what motivates and energizes your career goals: partnering with our customers, our communities, and each other.

Job Description

██████████ to the on-line system including regular pay, retro pay for new hires, final pay calculation for terminated employees, disability, workers compensation, automated clearing house (ACH) adjustments, wire transfers, garnishments, and escalated issues. Provides internal customer service and support to managers and employees regarding payroll issues.

Basic Qualifications

- High school degree or equivalent

- Two or more years of experience in processing payroll

Preferred Skills/Experience

- Well-developed reading, writing, and mathematical skills
- Proven administrative/clerical skills
- Ability to identify and resolve exceptions and to interpret data
- Proficient computer skills
- Demonstrated ability to maintain confidentiality of data

If there's anything we can do to accommodate a disability during any portion of the application or hiring process, please refer to our .

Benefits:

We offer an exciting, fast-paced and diverse working environment with employees of many different nationalities. We provide benefits to help you protect your health and financial security; and give you peace of mind. We also invest in your career growth with development resources that give you the opportunity to stretch and shine.

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