

Payroll Intern with German

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Company: Arrow Electronics

Location: Gdańsk

Category: office-and-administrative-support

Position:** Payroll Intern with German ***Job Description:** You will be working together with a team of professionals, supporting the payroll processes for over 30 countries across Europe. ***Our offer:* Exciting, paid Internship providing an opportunity to gain valuable knowledge on Payroll operations in EMEA (6-12 months)* Training relevant to the scope of responsibilities within HR policies, procedures, processes and system* Part time or full-time employment (min. 20 hours/week)* Fix term contract* Flexible working time* Dynamic environment with friendly work atmosphere* Attractive office location at a very modern Olivia Business Center, Gdańsk, Poland* Possibility to work from home (as per current company regulations)***Key responsibilities:**** Provide support to Payroll Operations Team with monthly payroll processing activities* Manage reporting requests (reports creation, verification and reconciliation)* Perform data analysis working on various reports in Excel* Help with process documentation***Desired skills and experience:**** Student/Graduate at bachelor's or master's degree program;* Very good command of MS-Office, especially in MS Excel;* Fluent German (B1-B2 level)* Good English skills, both spoken and written (B2 level);* Any other European language will be an advantage;* Attention to details and data analysis experience;* Person who is innovative, process oriented, open minded and willing to learn;* Previous working experience is not a 'must' but will be a plus; ***Location:** PL-Gdansk, Poland (Aleja Grunwaldzka) ***Time Type:** Full time***Job Category:** Business Support

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