

Payroll Specialist with German

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Company: Devire

Location: Kraków

Category: office-and-administrative-support

Payroll Specialist with German

Miejsce pracy: Kraków

Recruitment for

We are excited to announce an opening for a Payroll Specialist with proficiency in the German language to join our team. This role offers an excellent opportunity for an individual with a strong background in payroll administration and language skills to contribute to our organization's success.

Your responsibilities

Process payroll accurately and efficiently for employees across various departments.

Handle payroll inquiries and resolve issues in a timely and professional manner.

Collaborate with the HR team to ensure the accuracy and integrity of payroll data.

Prepare and analyze payroll reports, ensuring compliance with company policies and regulations.

Stay updated on changes in payroll laws and regulations, implementing necessary adjustments as needed.

Participate in process improvement initiatives to enhance payroll efficiency and effectiveness.

Provide exceptional customer service to internal stakeholders regarding payroll-related

matters.

Cooperate with vendors

Employer requirements

Proficiency in both English and German languages.

Bachelor's degree in Accounting, Finance, Business Administration, or a related field.

Proven experience in payroll administration or a similar role.

Strong understanding of payroll processes, laws, and regulations.

Exceptional attention to detail and accuracy.

Excellent communication and interpersonal skills.

Ability to prioritize tasks and work efficiently under pressure.

Proficiency in Microsoft Office Suite, particularly Excel.

Experience with payroll software systems is a plus.

What employer offers

Highly dynamic work environment. Embracing diversity and fostering an international atmosphere.

Proudly certified as a Great Place to Work in multiple countries. Recognition of our efforts in creating exceptional workplaces.

Competitive salary adjusted annually for outstanding performance. Acknowledgment of individual contributions and success.

Embracing hybrid work arrangements. Prioritizing work-life balance for our employees

Hybrid working model (2 or 3 days in the office in Cracow)

Devire

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