On behalf of our Client – an international corporation from the tobacco industry – we are looking for an independent specialist with knowledge of Nordics Payroll for the position of Payroll Delivery Specialist

Payroll Specialist

Nr ref.: 415/7/2026/MŻ/269762/jobs.pl Kraków (małopolskie)

What you can expect from us?

- work in an international and well-known tobacco company
- salary starting from 8650 PLN gross per month
- benefit system (OK system, Medical package)
- funding for the canteen - 270 PLN monthly
- flexible working hours
- **temporary** contract, with possibility of extention
- hybrid work (office in Cracow, Czyżyny)

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

- ensure timely payment of salaries & wages and benefits based on validated master data
- perform required controls to ensure payroll outcome is compliant with the SOX requirements, local legislation and regulation
- handles queries/requests related to payroll transactions and processes from employees, line managers, P&C managers and other stakeholders
- participate in functional/cross-functional projects and initiatives which will drive efficiency, global integration and support for any transformation projects

What we expect from you?

- communicative problem solver with a university degree or at the end of studies (full-time availability)
- person with a proficient level of English
- action-oriented individual with a good eye for detail and ability to meet challenges head on
- advanced MS Excel user, keep to adopt quickly to the new technologies
- professional experience in Payroll, Compensation & Benefits or International Assignments (Global Mobility) and knowledge of SAP, SFEC or other HR system would be an asset