Our Client is a global leader and premier provider of advanced fire and security systems, dedicated to enabling safer, smarter, highly sustainable, and high-performance buildings and residences worldwide.

We are currently seeking a highly motivated and experienced **Senior Payroll Specialist** to join the company on a temporary contract (with a possibility of extending the contract and being employed directly by the company). In this key operational role, you will support payroll operations across two distinct Polish entities—a manufacturing facility (comprising shift-based blue-collar employees) and a corporate entity in Gdańsk (focused on white-collar professionals).

If you thrive in a dynamic, matrixed environment and are looking to leverage your extensive Polish payroll knowledge to make an immediate impact within an international industry leader, this opportunity is tailor-made for you!

Senior Payroll Specialist

Nr ref.: 241/8/2026/JP/270107/jobs.pl Gdańsk (pomorskie)

What you can expect from us?

- **Competitive Package**: Attractive compensation package aligned with your extensive experience and qualifications
- **Randstad Plus**: Benefits system (sports card, private medical care, PZU insurance, discounts on online shopping)
- **Flexible Working Model**: Possibility of full remote work from anywhere in Poland or a hybrid setup, with access to a comfortable, modern office in Gdańsk
- **Stable Contract Term & Career Continuity:** Initial 6-month temporary employment contract (*Umowa o pracę tymczasową*) with a genuine possibility of extension and direct transition into the client's internal company structures
- **Impactful Role**: Opportunity to showcase your expertise in a prestigious global company with strong market positioning
- **Professional Environment:** Work within a supportive, international structure with high standards of operations.

Employment agency entry number 47

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

What will your tasks involve?

- **End-to-End Payroll Execution:** Ensure timely, accurate, and fully compliant processing of payroll for both blue-collar and white-collar populations across Polish entities
- **Query & Escalation Management:** Serve as a main point of contact for employee payroll inquiries and complex escalations, working closely with HR Operations, Finance, HRBPs, and external vendors
- **Time & Attendance Integration**: Manage T&A integrations and time tracking systems, ensuring precise calculations for shift differentials, overtime, night premiums, and variable pay inputs
- **Reconciliation & Validation**: Validate payroll inputs (sick leave, bonuses, allowances) and perform gross-to-net calculations and output reconciliations

- **Compliance, Reporting & Process Improvement**: Oversee statutory reporting (ZUS, PIT, GUS), prepare statements for stakeholders, offer guidance to local team members, and drive process standardization.

What we expect from you?

- **Experience**: 5+ years of solid payroll and HR experience in Poland
- **Education**: Bachelor’s degree in Finance, Accounting, Economics, or related field
- **Legal & Regulatory Expertise**: Strong, up-to-date knowledge of Polish labor law, personal income tax (PIT), and social security (ZUS) regulations
- **Blue-Collar Payroll Expertise**: Practical familiarity with blue-collar payroll complexities, including shift-based rosters, variable pay components, and union/collective agreements
- **Systems Proficiency:** Practical experience with modern global payroll software (Dayforce Ceridian experience is a strong advantage) and advanced knowledge of MS Excel
- **Languages:** Native/Fluent Polish and good working proficiency in English (minimum B2)
- **Soft Skills:** Strong analytical mindset, meticulous attention to detail, high ethical standards when handling confidential data, and comfort working in a global/matrix structure.