

On behalf of our Client - an international company in the Smart City and urban mobility technology sector, part of a global US-based group - we are conducting a confidential recruitment process for a key role within Payroll and People Operations. This is an opportunity for professionals seeking stable employment in a modern organization that offers full flexibility, 100% remote work from anywhere in Poland, and daily use of foreign languages.

As a Payroll Specialist in the Platform Team, you will manage end-to-end payroll processing - from data collection to reporting - ensuring full compliance and accuracy. Reporting to the Payroll Lead, you will collaborate closely with the HR Ops and Finance teams.

Payroll Specialist

Nr ref.: 3/9/2026/AT/270222/jobs.pl Łódź (łódzkie)

What you can expect from us?

- 100% Remote Work: full flexibility to work from anywhere in Poland.
- Flexible Working Hours: schedule tailored to support your work-life harmony.
- Health & Wellness Package: Private medical care (Medicover), mental wellbeing support (Medi Life), and MultiSport card.
- Annual salary reviews.
- International Environment: Opportunity to manage complex, multi-country payrolls in a modern Smart City / Tech organization.
- Professional Growth: Direct impact on process automation, international vendor management, and mentoring opportunities.

Employment agency entry number 47

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

What will your tasks involve?

- Manage multi-country, end-to-end payroll processing, ensuring complete accuracy, timeliness, and regulatory compliance.
- Process absence, timekeeping, bonuses, commissions, and overtime pay adjustments.
- Lead payroll audits, maintain accurate records, and prepare analytical reports for management and Finance.
- Collaborate with internal teams (Finance, Legal) and external payroll providers; act as the primary escalation point for complex employee inquiries.
- Stay updated on international payroll legislation, optimize processes, and mentor junior team members.

What we expect from you?

- Experience: 5+ years of multi-country payroll experience in a fast-paced, multinational company.
- Languages: Fluency in English AND proficiency in French or German or Spanish.
- Tech & Tools: Advanced Excel skills and payroll software experience (Workday, CloudPay,

or ServiceNow is a strong plus).

- Expertise: Deep knowledge of payroll processes and local labor/tax regulations across multiple regions.
- Mindset: High integrity, strong analytical skills, attention to detail, and a proactive, problem-solving attitude.