Manpower (Agencja zatrudnienia nr 412) to globalna firma o ponad 70-letnim doświadczeniu, działająca w 82 krajach. Na polskim rynku jesteśmy od 2001 roku i obecnie posiadamy prawie 35 oddziałów w całym kraju. Naszym celem jest otwieranie przed kandydatami nowych możliwości, pomoc w znalezieniu pracy odpowiadającej ich kwalifikacjom i doświadczeniu. Skontaktuj się z nami - to nic nie kosztuje, możesz za to zyskać profesjonalne doradztwo i wymarzoną pracę!

Payroll Specialist - Nordic countries (m/k)

Miejsce pracy: Warszawa (mazowieckie) | Numer ref. 29991/jobs.pl

Our client, a globally recognized organization, is currently building a new international payroll team in Warsaw to support payroll operations across the EMEA region. This is a unique opportunity to join a growing organization at an exciting stage of development, help shape payroll processes, and collaborate with stakeholders across multiple countries.

As a **Payroll Specialist**, you will be responsible for the accurate and timely execution of payroll processes, ensuring operational excellence, compliance with applicable regulations, and a high standard of service delivery. You will work closely with international stakeholders while supporting the development of a newly established EMEA payroll function.

Responsibilities:

- Perform day-to-day payroll processing activities within the assigned scope.
- Collect, validate, and upload payroll-related data, including working time, absences, overtime, deductions, variable compensation, bonuses, final settlements, and payroll corrections.
- Conduct payroll checks, compare input and output data, identify discrepancies, and prepare correction files when required.
- Support payroll validation activities before and after payroll processing, including reporting and query resolution.
- Prepare payroll-related documentation and files, including payslips, bank transfer files, general ledger (GL) files, payroll reports, and statutory declarations where applicable.
- Handle employee payroll queries and case updates, escalating complex or sensitive matters to the Senior Payroll Specialist or Payroll Lead.
- Create and monitor tickets related to payroll vendors, HRIS systems, data issues, incidents, and processing errors.
- Maintain accurate payroll records, follow established SOPs, meet payroll deadlines, and ensure strict confidentiality of employee data.

Requirements:

- At least 2 years of experience in payroll administration or a related field.
- English proficiency at a minimum **C1 level**.
- Good understanding of payroll fundamentals and end-to-end payroll processes.
- High level of accuracy in data entry, payroll input preparation, and validation activities.
- Good Excel skills and experience working with HRIS, payroll systems, and case management tools.
- Ability to follow SOPs, payroll calendars, checklists, and approval procedures.
- Understanding of payroll inputs, deductions, working time data, and statutory reporting

requirements.

- Strong customer service, communication, and stakeholder management skills.
- High level of confidentiality, reliability, and professionalism when handling sensitive employee information.
- Excellent organizational skills and the ability to work effectively under tight payroll deadlines.

Offer:

- Permanent employment contract with our client.
- Flexible working hours, with starting times between 8:00 a.m. and 10:00 a.m.
- Hybrid working model (3 days on-site, 2 days remote).
- Annual bonus.
- Private medical care for employees and their families.
- Shorter working hours on Fridays.
- Multisport card (sports and fitness benefit).
- Company gifts twice a year.
- Christmas bonus.
- Modern office located in Warsaw (Wola / City Centre).

Uprzejmie informujemy, że skontaktujemy się tylko z wybranymi kandydatami.
Zgodnie z obowiązującym prawem nie pobieramy opłat od kandydatów za udział w procesach rekrutacyjnych.
Wyrażam zgodę na przetwarzanie podanych przeze mnie danych osobowych zawartych w aplikacji dla potrzeb niezbędnych do realizacji procesu rekrutacji zgodnie z Rozporządzeniem Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (RODO). Jednocześnie oświadczam, iż zapoznałem się informacjami administratora o przetwarzaniu danych oraz z prawami jakie przysługują mi na mocy powyższego Rozporządzenia.