Are you ready to join a brand that has truly helped shape the modern world? We are currently partnering with a globally renowned, prestigious organization that is committed to being a force for progress. They are opening an exciting new chapter by growing their Global Capability Centre (SSC) in the heart of Kraków - a key hub designed to drive operational efficiency and deliver exceptional services globally.

This is a unique opportunity to join a multi-year transformation program and a high-performing culture where individuality is valued, and diverse perspectives fuel innovation.

As a **Payroll Specialist**, you will support end-to-end HR processes for the **German market**, ensuring accurate, compliant, and timely execution of operational HR activities across the entire employee lifecycle. We are looking for someone with an appetite for cross-process collaboration and continuous learning beyond a single HR stream.

Payroll Specialist with German

Nr ref.: 283/10/2026/PT/271077/jobs.pl Kraków (małopolskie)

What you can expect from us?

- contract of employment;
- an annual bonus based on financial results and employee performance;
- employer-financed private healthcare (LuxMed) with options to purchase additional packages;
- group life insurance;
- additional vacation days based on your length of service;
- hybrid work model (3 days from home and 2 days from the office);
- Internet and electricity allowance for remote work (100 PLN gross per month).
- subsidy for extra-curricular activities via the myBenefit cafeteria system or Multisport cards (100 PLN gross per month).
- subsidy for glasses or contact lenses worn for work (up to 600 PLN gross every two years).

Employment agency entry number 47

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

How you will make an impact:

- execute daily HR operations from hire to retire (including onboarding, changes, offboarding, and personnel administration) and support payroll input preparation, ensuring data accuracy and compliance with deadlines.
- handle stakeholder and employee inquiries in German (written and verbal), maintaining HR system data in strict alignment with German labor law and internal standards.
- follow existing SOPs while proactively identifying process gaps, inconsistencies, or improvement opportunities. You will also support updates to work instructions based on new learnings.
- work seamlessly with other HR streams to ensure end-to-end process continuity, participate in cross-process knowledge sharing, and embrace tasks outside your primary assigned stream.

- apply the basics of German labor law and internal compliance rules daily, diligently flagging any risks or unclear cases to Senior Team Members or the Process Owner.

What we expect from you?

- experience in payroll operations, preferably within a shared services (SSC) or international environment;
- business-fluent German (minimum B2/C1 level) and English at min. B2 level;
- understanding of hire-to-retire HR processes and payroll inputs;
- experience with Global HRIS platforms (preferably Workday or SAP) and Case Management tools (ServiceNow or similar).
- strong attention to detail and process discipline.
- a genuine openness to change, continuous learning, and cross-functional teamwork.