

Payroll Representative Germany

For one of our customers in province "Zeeland" we are in search for a **Payroll Representative Germany**.

Job description

The main objective of the Payroll Representative role is:

- ✓ To ensure that the employees are paid in time and accurate.
- ✓ In compliance with the respective country tax-legislation.
- ✓ Agreed labor conditions and company rules and regulations.
- ✓ Responsible to perform and coordinate administrative and control activities on behalf of the Dow Payroll department.
- ✓ In your work you demonstrate structure and process orientation, with an eye for detail.
- ✓ Flexibility is key for your tasks, with a high work capacity.
- ✓ In your interactions with local and international partners you are perceived as a valuable advisor on payroll matters.
- ✓ Strong collaboration with other HR departments.
- ✓ Interchange salary input and output data with the payroll provider and perform calculations and validation activities to ensure the processing of accurate data.
- ✓ Ad-hoc reporting and other duties as required.

Your qualifications

- ✓ You have a bachelor's degree in HR, Finance, or related area.
- ✓ You bring a minimum of 2 years of payroll experience.
- ✓ Fluency in German and English is mandatory (written and spoken).
- ✓ Experience with Workday, ServiceNow, MS Office & SAP.
- ✓ Proficiency in any other European is an asset.
- ✓ Understand organizational interdependencies and experience working across functions and cultures.
- ✓ Experience in high volume operational environments is required.
- ✓ Experience in internal controls through prior audit participation is preferred.
- ✓ Good problem solving, critical thinking skills and managing competing priorities.
- ✓ By nature, this job requires a substantial amount of coordination with a variety of internal- and external stakeholders where accountability and ownership of data and processes are key.

Reference: 3121

Projectphase: Operations

Discipline: Human Resources

Position: Administrator

Function level: Senior, Medior

Region: (NL) Zeeland

Education: Bachelor

Experience: 3-8 years, 8-15 years, 15+ years

Type of contract: Intentional

Posted at: 03-05-2024

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