

Zafran Group powstał w roku 1996 w Toronto. Firma specjalizuje się w Psychologii Pracy/Przemysłowej i zajmuje się strategicznym doradztwem personalnym i szkoleniami w środowisku wielokulturowym. W Polsce Zafran Group funkcjonuje od 2000 roku konsekwentnie rozszerzając swoją aktywność w wyodrębnionych obszarach działalności biznesowej: wyszukiwania Talentów, psychologii pracy, szkoleń, rozwoju i zarządzania potencjałem ludzkim oraz optymalizacji procesów HR wewnątrz organizacji. Pracujemy dla międzynarodowych korporacji w kraju i za granicą.

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For our Client, European HR Shared Services Center, Poland, we are searching for motivated candidates for the role of:

**Admin & Payroll Specialist**

Location: Wielkopolska region – Piła, Poland

Nr ref. APS/10/2012

**Your challenge:**

We challenge you to use your communication skills to help colleagues from all over Europe with HR related questions. You will be the contact point for General Management, HR managers and Employees. Embrace the challenges of communicating with at least 9 different countries while working in an international team.

**Purpose:**

Provide transactional and administrative services related to in scope processes (Admin & Payroll and Compensation & Benefits admin), including mass transaction updates.

**Responsibilities:**

- Ensuring that enquiries escalated by the Contact Center are answered and transactional activities are processed in a professional and efficient manner
- Performing data gathering towards HR managers – in case additional info is needed
- Escalating cases to Functional Specialist, where guidance or clarification of policies and procedures is required
- Collecting completed forms, ensuring data is complete
- Ensuring that all necessary documents and approvals have been received before processing according to ICS/ SoX guidelines
- Processing changes in employee status, job status, cost centre changes, pay, etc.
- Administering employee life cycle events
- Delivering sound customer solutions and building effective relationships with customers
- Filing employee-related documentation as appropriate; maintain employee files and records
- Managing and records document flows
- Communicating and following-up on timelines for specific HR-processes

**Requirements:**

- **Fluent English and very good knowledge of German or Italian**
- **Graduate with Bachelor or equivalent degree**
- **Experience in HR Shared Service Center would be an asset**
- Effective listening and communication skills, highly developed interpersonal skills

- Ability to answer queries on own initiative by effective use and interpretation of relevant data /available information
- Ability to work as part of a team or on own initiative
- Ability to work in a changing environment to meet demanding deadlines and timescales
- Ability to effectively prioritize and organize workload, multi-task is essential
- **Personal integrity when handling confidential information**
- Ability to develop and deliver oral and written communications which convey complex information in a simple, easily understandable manner
- Computer literacy essential and experience of Case Management tools and **HR IT systems would be an asset**

**Company offers:**

- professional, dynamic team and multinational environment
- excellent opportunities for personal growth and career development
- competitive salary package plus additional benefits
- trainings
- relocation package

To apply for this position please send your CV in English quoting the reference number above:

[APS10@zafrangroup.pl](mailto:APS10@zafrangroup.pl)

Please attach the below clause to your application:

I hereby authorize your company to process the attached personal information strictly for the purposes of job recruitment pursuant to the Personal Data Protection Act of 29 August 1997 (Journal of Laws (Dz.U) No. 133, item 883).