

## Pro-Pay NV – Payroll Officer (junior) – Regio Diegem/Zaventem | Pro-Pay

### Kick-start your career as a Junior Payroll Officer at Pro-Pay in the Brussels region (Diegem)

Are you ready to take your first steps as a **Payroll Officer** in an international environment? Do you want to grow in a role where **HR payroll, salary processing** and **direct client contact** come together? Then Pro-Pay — located in **Diegem, Brussels region** — is the perfect place for you.

#### About Pro-Pay

Pro-Pay is a Belgian payroll company supporting international employers with staff in Belgium. From our office in **Diegem**, we assist clients with payroll processing, socio-legal guidance and a warm, people-centric approach. Our **Happy Humans** label reflects exactly what we stand for: authenticity, teamwork and genuine employee wellbeing.

You enjoy collaborating with colleagues, asking questions freely and sharing knowledge — teamwork gives you energy and helps you grow within payroll.

#### Your role as Payroll Officer (junior)

As a Junior Payroll Officer, you will gradually grow towards managing the **full Belgian payroll process**. We give you the right coaching so you can, step by step, work independently on your own files.

#### Your responsibilities include:

- Supporting the monthly payroll run and assisting with **reviewing, analysing and calculating payslips**, ensuring employees are paid correctly and on time.
- Processing administrative employee data for our clients and assisting with **Dimona declarations, DMFA filings** and payroll reporting.
- Learning how to apply **Belgian social legislation** in payroll cases and developing your socio-legal knowledge further.
- Handling first-line payroll questions from clients and building strong, professional client relationships.
- Working closely with colleagues in a multicultural team and taking initiative when you see opportunities to improve processes.

#### Your profile

You're a perfect match for this role if you:

- have a first experience in payroll administration (e.g. internship, student job or an initial role within a **social secretariat**);
- are eager to learn more about **Belgian social legislation** and want to understand payroll from A to Z;
- are trilingual (ENG – NL – FR) or motivated to grow towards it (English C1 is required);
- work accurately and enjoy working with numbers, client contact and flawless administration;

- enjoy collaborating in a warm team where learning and knowledge-sharing are part of daily life;
- get energy from delivering high-quality service and take a proactive approach with clients;
- are a true team player who works hard but also enjoys having fun;
- feel an extra boost of focus and motivation during peak periods and deadlines.

## What we offer you

- A **permanent contract** with a **competitive salary** tailored to your growth potential.
- A **company car** with fuel/charging card or a **mobility budget**.
- A comprehensive benefits package: meal vouchers, eco vouchers, hospitalisation insurance, group insurance, net expense allowance and access to our discounts platform.
- Healthy work-life balance through hybrid working, flexible hours and a flexible schedule including **12 ADV extra leave days**.
- **Clear growth opportunities** towards deeper expertise, with increasing responsibilities, larger client portfolios and more complex payroll cases.
- A multicultural, warm and **people-focused work environment** where teamwork is central and personal growth is truly supported.
- Regular team events and **teambuilding activities**, helping you feel connected, valued and at home within the team.

<https://www.propay.be/nl/>