

## Pro-Pay NV – Payroll Business Partner

### Payroll Business Partner at Pro-Pay – Shape international payroll solutions

**Ready to take your payroll expertise to the next level in a role that truly values your voice and ambition?**

At Pro-Pay, you'll manage a diverse client portfolio in an international context—while enjoying the flexibility to shape your workday, contribute to our growth strategy, and collaborate with a warm, close-knit team that feels like family. Whether you're looking to deepen your expertise, broaden your impact, or grow into a new role, we offer both horizontal and vertical career paths tailored to your ambitions.

#### About Pro-Pay

We're a Belgian payroll company specialized in salary administration and HR consulting for international clients. At Pro-Pay, everything revolves around **Excellence, Client-Focus, and Teamwork**. You'll join a close-knit team that works with and for people, in a warm culture where we work hard and laugh even harder.

### What are your tasks as a Payroll Business Partner?

As a Payroll Business Partner, you are the main point of contact for your clients and take full responsibility for the complete payroll processing of your own client portfolio. You build a relationship of trust and support them with expertise, discretion, and genuine engagement:

- You manage end-to-end payroll for both local and international companies: from monthly salaries to year-end bonuses, variable pay, exit calculations—you name it.
- You proactively check the data provided and ensure correct interpretation in line with Belgian social legislation.
- You are the first point of contact for your clients regarding payroll and social law questions.
- You ensure flawless administration and reporting.
- You think in terms of solutions and collaborate proactively with both colleagues and clients.
- You contribute ideas for process optimization and the further growth of Pro-Pay.
- You proudly take on a role model position for junior colleagues—both in terms of knowledge and attitude.

#### Our ideal candidate

You're the perfect fit for this role if you:

- Have at least 1 or 2 years of experience in a Belgian social secretariat and are familiar with complex payroll calculations and Belgian social legislation.
- Communicate fluently in English (C1 level) - the working language of most of our clients.
- Have a good understanding of Dutch - essential for smooth collaboration with colleagues and to feel at home in our company culture.
- Have a basic knowledge of French (minimum A1/A2, more is a plus).

- Thrive on delivering high-quality service and taking a proactive approach to client support.
- Excel in Excel, administration, and accuracy.
- Are a true team player who works hard but also enjoys having fun.
- Get energized by a healthy dose of work pressure and tight deadlines. Busy peak moments boost your motivation!

## We offer you:

A competitive salary, adapted to your level of experience.

An attractive benefits package including:

- Company car + fuel card/charging card or mobility budget
- Group and hospitalisation insurance
- Meal vouchers and eco vouchers
- Expense allowance
- CLA90 bonus and flexible income plan (depending on your level)

Growth & development: in-depth training and clear career opportunities (both horizontal and vertical).

♂ Work-life balance & flexibility:

- Choose your work regime: shorter Fridays during the summer (38h + 5 ADV days) or 40h all year round (12 ADV days).
- Flexible working hours and hybrid work possibilities (multiple homeworking days per week after onboarding).

An open, horizontal communication culture with a touch of humour.

Pro-Pay proudly holds the **Happy Humans label** – proof of our genuine commitment to employee wellbeing.

## Can't wait to join our team?

At Pro-Pay, we believe work should be enjoyable too. Does this sound like you? We'd love to hear from you!

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