

Pro-Pay – Junior Payroll Officer

As a junior payroll officer, you:

- handle the entire payroll processing for local and foreign enterprises. You make sure that every employee receives a correct salary payment (monthly payroll, vacation pay, year-end bonus, variable pay, end of service calculations, ..);
- proactively check the data provided by the client. If necessary, you make corrections or resolve issues to ensure that the salary calculations are compliant with the Belgian social legislation;
- ensure a correct data management to guarantee correct payroll reporting;
- assist your clients with all questions they may have on HR and social legislation matters.

Our ideal junior payroll officer:

- preferably has some initial experience in payroll and the ambition to grow, but we are also open to ambitious graduates (Personnel Management, HR, Accounting-Fiscality, ...);
- speaks fluent English (the working language for the majority of our clients) and is also fluent in Dutch or French;
- finds motivation and energy in delivering high-quality, accurate services, adopting a proactive and client-oriented approach to optimally and professionally support our clients;
- excels in administration and accuracy and possesses excellent communication skills;
- has a good grasp of Excel, including setting up formulas such as VLOOKUP;
- is an enthusiastic team player who works hard but also knows how to have fun.

We offer you:

- a competitive salary package with numerous fringe benefits (company car + fuel card or mobility budget, group and hospitalization insurance, meal vouchers, yearly bonus, net allowance,...);
- a varied range of training and growth opportunities;
- flexible working conditions (flexible hours, good work-life balance, possibility to work from home after extensive training, etc.);
- a professional and international environment;
- a nice workplace with an enthusiastic team and great colleagues;
- a horizontal and open communication structure (with a touch of humour);
- job satisfaction first: Pro-Pay is a proud bearer of the Happy-Humans label!

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