

## Pro-Pay NV – 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:

- You have a **first experience** in hard HR, ideally within payroll, and feel comfortable with payroll processing and social legislation.
- You are fluent in **English** (C1), as it is the primary working language for most of our clients.
- You have at least a B1/B2 level of **Dutch** – essential to collaborate smoothly with colleagues and feel at home in our company culture.
- Possess at least a basic knowledge of **French** (minimum A1/A2).
- You are motivated by delivering **high-quality** and accurate services.
- You excel in administration and precision while combining this with strong **customer-focused** communication skills.
- You are an enthusiastic **team player** who works hard but also knows how to have fun!
- If you **thrive on a hefty workload** and tight deadlines. Busy peak moments give your motivation a boost!

### 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!

