

Luxembourg Jobs Expertini®

Payroll Officer / Luxembourg

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Company: James Woodman

Location: Luxembourg City

Category: office-and-administrative-support

Client details

An innovative industrial company based in the heart of Luxembourg, they are looking for a talented Payroll Officer to join their dynamic team. As a leader in their sector, they are committed to maintaining the highest standards of quality and operational excellence, and efficient payroll management plays a crucial role in achieving this goal.

Description

Collect and process payroll data.

Calculate wages, taxes and deductions.

Ensure accurate and timely processing of payments.

Handle employee payroll inquiries.

Maintain accurate employee records.

Prepare and submit tax returns.

Perform regular quality checks.

Monitor payroll legislative changes.

Participate in special payroll-related projects.

Profiles

In-depth knowledge of payroll laws and regulations.

Experience : min 3 years.

Degree in human resources.

Ability to speak English and French

Communication and problem-solving skills.

Proficiency in payroll software and IT tools (Kpay).

Ability to work in a team and manage priorities.

Organizational skills, time management and professional integrity.

Offer

A salary package of between **50K** and **60K**

26 days vacation per year

Flexibility and homeworking

Would you like to know more? Don't hesitate to apply with **updated** CV.

- CONFIDENTIALITY GUARANTEED -

We will treat your application as confidential. However, please feel free to spread the word to your friends and family if there is a match for this position.

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