Payroll en HR Specialist

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Company: MICHELIN

Location: Antwerp

Category: other-general

Payroll en HR Specialist

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For Michelin Netherlands we are looking for a Payroll & HR Officer (m/f/x).Our Office is in 's Hertogenbosh and you'll be part of a HR Benelux team of 5 colleagues.

Why join Michelin, you ask yourself? Because the person is at the forefront with us. If you are looking for a company that challenges you as an employee, that has an eye for progress and sustainability and where you can grow internally, then you have come to the right place! If you want to shape your own job and work flexibly, then come work with us.

Mission :

The payroll & HR Officer has a to ensure pay is processed on time, accurately, and in compliance with government regulations. He/she maintains quality service by enforcing quality and customer service standards, analyzing, and resolving quality and customer service problems, and recommending system improvements.

The payroll & HR officer has also an active role to play in the attractiveness of the Company and work with the team on several and various projects.

Key expected achievements:

She/he does the monthly end to end payroll cycle for all our entities of the Group in the Netherlands.

Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.

Prepares and maintains accurate records and reports of payroll transactions.

Ensures compliance with local laws, company & Michelin's standards, and best practices.

Handles employees' administrative questions and claims.

Provides administrative support to the Proximity Development Partner for all the existing Personnel Function processes (recruitment, maternity leave, sick leave, retirement, mutually agreed termination, sensitive files, etc.).

Qualifications :

HBO diploma in Human Resources, or a related field is required with a minimum of experience from 3 years in the payroll administration.

Very good communication in Dutch and English. Basic communication in French is an asset.

Current knowledge of laws and regulations related to payroll administration.

Stress resistant, communicatively strong and can change gears quickly.

Strong attention to detail and accuracy.

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