

## Payroll Officer

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Company: Niko

Location: Belgium

Category: other-general

### Position description

#### Job title

Payroll Officer

#### Contractual hours

Full-time

#### Job description

As a payroll officer, you are an important link between our organization and our employees. You are the first point of contact for colleagues about questions concerning payroll, social legislation,...and you ensure that all questions and problems are solved quickly and efficiently

Managing all aspects of payroll administration, including processing salaries and social security contributions.

You are responsible for the correct and accurate payroll processing.

You take care of the administration of personnel files and follow up absences using the time registration system.

You're responsible for the fleet

You draw up and process contracts/addenda, manage social documents and create

personnel files.

Handling inquiries and issues related to employee payroll administration.

You also keep our HR systems up-to-date and contribute to the development of our HR processes.

Reporting payroll-related data and trends to the HR Director.

You support colleagues within HR where necessary.

## **Profile**

You hold a bachelor's or master's degree and have the necessary experience in payroll or similar position.

You have a good knowledge of social legislation, labor law and administrative processes.

You have a good knowledge of E-blox.

You are communicative, helpful and positive.

You work analytically, accurately and respect deadlines.

You speak, and write, fluent Dutch and English. Knowledge of other languages are a plus

You are result-oriented and look for solutions when problems arise

## **We offer**

You will be working in an exciting, challenging and varied position in a professional environment.

You will receive an attractive salary, complemented by a comprehensive package of employee benefits.

You will have the opportunity for self-development, training and career growth.

Responsibility and showing initiative are encouraged here.

You will be surrounded by friendly, open colleagues you can build on. In other words:

Welcome to the Niko family!

Niko never stands still, new quality solutions are constantly being launched. You will not be bored here.

Last but not least, you will be part of a professional and solid growth company with a clear vision for the future. We are a no-nonsense company that does what it says, and says what it does.

This is a full-time or 4/5th position

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#### Cross References and Citations:

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