

With almost 50 years of presence on the market, IF Payroll & HR (a member of IF Group) became one of the leaders of payroll services in Luxembourg by developing a high level expertise.

Thanks to our innovative solutions (such as our “green pack” promoting digital solutions), our specific services as well as our tailored and appropriated reporting (for HR of Finance Departments), our range of services is still in progress and meets the client expectations.

We are proud to be the partner of **ADP Streamline** in Luxembourg, a famous worldwide payroll and HR services network and to be the only payroll provider in Luxembourg certified **ISO 9001** (Quality Management) which is the guarantee of our professionalism and of high quality of the delivered services.

Moreover, we are also a member of the MLQE (Mouvement luxembourgeois pour la Qualité et l'Excellence) and founding member of Service Academy, association which promotes **quality services** in the everyday life.

We hire talented peoples and we make sure that they receive **all the necessary support in terms of trainings, opportunities and work life balance to develop their skills and enjoy their job**. Since we have a clear vision of the future developments, requirements and changes regarding international employee regulations and its implications, we are convinced that IF Payroll & HR is the best choice to start your career and/or develop your skills.

PAYROLL CONSULTANT **Half time (2 weeks a month)** **(réf: IFPAPENHT0918)**

As Payroll consultant you will assist the team by managing the **global payroll process of a diversified national and international portfolio** and in particular you will:

- Ensure the accuracy of the calculated salaries
- Ensure data integrity
- Ensure an efficient communication with clients, their potential HR of Finance Department, third parties (Administrations des Contributions, CCSS, banks etc.)
- Evaluate, understand clients' needs and propose solutions in line with their requirements
- Respect the prevailing regulations and legislation

In your day to day work, you may also have to:

- Achieve add-on tasks for clients
- Participate in workshops (optimization of the payroll software, optimization of the work processes, IT developments, connections with third parties etc.)

Your profile:

- Bachelor degree in human resources, accounting, business management or finance is an asset
- **Minimum 2 years of relevant experience in a similar position in Grand-Duchy of Luxembourg**
- **Good communication abilities (oral and written) in French and English. Additional language skills such as German is considered as an asset**
- Very good IT skills (comfortable with Excel and technological tools)
- Good organizational skills
- Team player but able to work independently
- Stress resistant
- Capacity for analysis and synthesis
- Rigorous
- Solutions oriented, open-mindedness/openness
- Interested in customer contact and customer service oriented
- Perfect discretion

What we offer:

- A dynamic and modern work environment
- On-the-job training by payroll experts
- **The opportunity to grow according to your skills and motivation**
- **Half time work: average of 86.50 hours on the last 15 days of every month**
- Flexible working hours (flexi-time)
- **Attractive salary / leave conditions**

Interested?

Send your application to the attention of Mrs Isabelle BRANDEBOURG hr@ifpayroll.lu

Confidentiality assured.