
Title: Payroll Specialist Nordics

Location: Amsterdam, Netherlands / Nordics

Company Overview

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

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Primary Responsibilities

- Ensuring all payrolls are processed accurately and on time.
- Ensuring completion of month end activities.
- Validating payroll files.
- Ensuring the local tax payments and compliance requirements are met.
- Actioning employee payroll issues.
- Handling of administrative matters related to payroll activities e.g. insurance, absence/leave, pension providers
- Prepare payroll payments
- Prepare, control and send defined reports to authorities
- Payroll and billing processing, verification and final report distribution.
- Deliver exemplary support and services to our employees, both internal and external, in all payroll, billing and wage related matters.
- Meet both quality and production standards established by the company and department.

Skills and Experience

- Prior payroll processing experience for the Nordic region
- Proficient use of MS Office products
- Strong Excel and math proficiency skills
- Critical attention to detail and problem solving
- Demonstrated excellent phone customer service skills and email etc.
- Demonstrated ability to learn and apply basic concepts in new situations.
- Ability to multi-task, set priorities, and follow up in a timely manner.
- Ability to collaborate and work effectively in both team environment as well as work independently
- Good communication skills across organization levels and with many different stakeholders
- Proficiency in IT systems, Microsoft Navision and Microsoft Dynamics would be an advantage
- Advanced working with Excel

Education and Qualifications

- Minimum of Associate's degree in applicable field
- Minimum 3-5 years' experience in a payroll processing role
 - Fluent in English and a Nordic language such as Swedish, Danish or Norwegian