

## HD Hyundai Construction Equipment – Payroll Expert

### **Do you share our ambition to be the best?**

We are looking for a highly skilled and detail-oriented Payroll Expert to join our HR department ensuring accurate and timely processing of payroll for all employees of HD Hyundai Construction Equipment Europe.

### **What can you expect from this challenging job?**

You will be responsible for a correct administration of payroll in all countries where HCEE has employees.

- Process monthly payroll for white collars, blue collars and expats. In total we have about 140 employees.
- Act as SPOC for payroll agencies (BE: Partena). Align payroll with accounting.
- Time Registration (Pro-Time): Coordinate and follow up on bookings, register absences, check anomalies in system, assist employees with questions.
- HR administration: HR reporting, manage onboarding/offboarding, and maintain personnel files.
- Together with an external partner, we ensure that all administrative formalities for expatriates are correctly handled. This includes guiding them upon arrival in Belgium and upon their return abroad, as well as monitoring and coordinating their payroll.
- Prepare social documents upon request, assist all employees with questions on social legislation.
- Temp administration: complete the weekly time registration forms for all temps, be first point of contact for temp agencies.
- Ensure compliance with evolving payroll legislation in Belgium and other countries.
- Contribute to payroll process optimization.

### **Are you the colleague we are looking for?**

- Education: Bachelor's degree or proven experience.
- Experience: We highly advice experienced profiles to apply, since we are an international company with complex payroll matters. Experience in expat administration is a must; experience with international payroll (FR, UK, IT...) is a plus.
- You work in an accurate and compliant way, with a strong attention to details.
- Good Excel knowledge is required.
- You're a pragmatic and hands-on person that can take ownership.
- Language skills: Dutch and excellent command of the English language is mandatory, French language skills are a bonus.
- You have an analytical mindset.

<https://www.hyundai-ce.eu/>