IF Payroll & HR (a member of IF Group) is a renowned payroll provider in Luxembourg. Present on the market for almost 50 years, we have been able to analyze market requirements development and changes relating to the actual international employees situation. Whether through our expertise, our innovative solutions, specific services or our tailored and appropriate reporting (for HR of Finance Departments), our range of services is still in progress and meets client expectations. Our clients are as national as international (IF Payroll & HR is a local partner of ADP Streamline in Luxembourg, a worldwide payroll and HR services network). Besides, we are the only payroll provider to be ISO 9001 (Quality Management) certified. We are also a member of the MLQE (Mouvement luxembourgeois pour la qualité et l’excellence) and founding member of Service Academy, association whose aim is to promote quality service in everyday life.

We are looking for:

**Junior Payroll Consultants m/f réf. IFPAECO0517**

**Key responsibilities**

- Manage the global payroll process of a diversified national and international portfolio
  - Ensure the accuracy of the calculated salaries
  - Ensure data integrity
  - Assure efficient communication with clients, their potential HR of Finance Department, third parties (Administrations des Contributions, CGSS, banks etc.)
  - Assess, understand clients’ needs and propose solutions in line with their requirements
  - Respect the prevailing regulations and legislation
- Achieve add-on tasks for clients
- Participate in working groups (optimization of the payroll software, optimization of the working processes, IT developments, the connections with third parties etc.)

**Education**

- Finance / Management / Accounting / HR profiles preferred
Experience and required skills

- Good communication abilities (oral and written) in French and English, German is considered as an asset
- Very good IT skills (comfortable with Excel and technological tools)
- Good organizational skills
- Being able to work independently or as part of a team
- Stress resistant
- Capacity for analysis and synthesis
- Rigorous
- Willing to find solutions, open-mindedness/openness
- Professional, interested in customer contact, and customer service oriented
- Perfect discretion

Offer

- A dynamic and modern work environment
- On-the-job training by payroll experts
- The opportunity to grow according to your skills and motivation
- A Permanent contract
- Flexible working hours (flexi-time)
- The possibility of obtaining a part-time contract
- Attractive salary / leave conditions

You are interested by one of those opportunities?

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

Confidentiality assured.