

Payroll and Billing Specialist

EMEA – Switzerland

The Pay/Bill Specialist is responsible for entering reported time for payroll processing and ensuring that payroll is processed, timely and accurately within an EMEA Region. In addition, they are responsible for responding, and resolving payroll inquiries, and issues.

What you'll get to do:

- Ensuring all payrolls are processed accurately and on time.
- Ensuring completion of month end activities.
- Validating payroll files from HR and other systems.
- 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, 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 we value:

- Minimum 2 years' experience in a payroll processing role
- Fluent in English and other languages (French/German/Italian) an advantage
- Proficient use of MS Office products
- Strong Excel 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 and Microsoft Dynamics would be an advantage

Benefits and location:

- Flexible Work Program (work from home and hybrid options)
- Company Pension
- Colleagues from across the globe



How to apply:

Send your cover letter and resume to recruiter@people20.com and reference the job title and location.

About People2.0

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. [People20.com](https://people20.com)

People2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by law.