

About the job

HERACLES Group, Greece's leading company in the field of building materials and a member of Holcim, is seeking to cover the position of Payroll Coordinator for our Head Offices in Athens.

Payroll Coordinator (Ref: PCH024)

Role & Key Accountabilities

The Payroll Coordinator manages the end-to-end payroll process, ensuring timely and accurate compensation for all employees. Also, he handles payroll calculations, responsibilities related to ERGANI submissions, employee leave management, compliance, and reporting while maintaining strict confidentiality and adherence to labor laws and company policies.

- Process payroll accurately and on schedule, including salary calculations, overtime, bonuses, allowances and deductions.
- Updating and managing the ERGANI system for recruitment, departure, contract amendments and other related actions.
- Updating and maintenance of the database of the employees (SCAN HRAMS).
- Maintain and update employee payroll records, ensuring data accuracy and compliance.
- Ensure payroll transactions comply with applicable local laws, tax regulations, and company policies.
- Prepare and distribute payroll reports for management and assist in financial audits.
- Address employee inquiries related to payroll and resolve issues promptly.
- Monitor and manage employees leaves requests, approvals and updates in compliance with legal requirements.
- Managing the indemnities process for departing employees in accordance with applicable legislation and company's internal policies. Manage the annual actuarial evaluation process.
- Other payroll issues – or compensation & benefits issues.
- Collaborate with HR and Finance department on payroll issues.

Qualifications & Skills

- Bachelor's degree in Accounting, Finance, Human Resources, or a related field.
- 5 - 7 years working experience, in payroll processing with knowledge of payroll systems (SCAN HRMS preferred) and tax regulations.
- Excellent command of the English language.
- Proficiency in payroll software and Microsoft Office Suite, especially Excel.
- Time management and meeting deadlines.
- Attention to detail and numerical skills.
- Strong communication skills & teamwork.
- Ability to handle confidential information.
- Adaptability in changing conditions and ability to work under pressure.

The company offers:

- A unique opportunity to work for a leading company in the cement industry.
- Continuous training and growth opportunities.

Applications:

All applications will be treated with strict confidentiality.