

Join a global management consulting, technology services and outsourcing company, with approximately 310,000 people serving clients in more than 130 countries.

Accenture's Services workforce is a dedicated team of specialists who work on outsourcing projects for clients from different countries. These are long-term partnerships with clients for whom we manage and provide specialized business operations, such as finance and accounting, IT, applications development and maintenance, and HR. Currently we are looking for talented people to join our team in Prague as a:

Junior HR Payroll Specialist (Dutch and English) – PRAGUE Location

Do you speak fluent Dutch and English? Are you interested in working in international environment within HR and Payroll? Would you like to be in a contact with clients/employees on everyday basis? If yes, you're the candidate we're looking for.

Accenture Prague Regional Delivery Centre seeks a motivated candidate who would like to gain new experience in HR Administration area and develop his/her skills in a team of young professionals.

HR Payroll Administrator is responsible for direct and indirect contact with the customers of the client and aims to provide superior service in terms of fulfilling transactional activities and optimizing information resolution within the assigned process.

Furthermore, Payroll Administrators may be requested to be involved in cross-training for other processes or client, off-cycle transactional activities or continuous improvement projects.

Responsibilities

- Update/create process documentation as required
- Process inbound and outbound emails to customers
- Actively contribute to knowledge sharing within the team
- Participate in knowledge transfer as required
- Be involved in performing internal controls for quality assurance
- Support and sustain positive work environment that fosters team performance through own work and behavior
- HR master data administration, Time and Attendance and Leave and Absence data administration, Payments and Deduction administration – process received files – check, validate and update received files
- Enter or upload all data changes received
- Provide all required validated information to Payroll Provider
- Perform contract related document administration activities associated with a new hire or transferred employee
- Respond to Contact Centre payroll related queries received via phone or email

Requirements

- Education - High School degree or University
- **Start – August/September 2015**
- Fluent Dutch and English
- Strong detail orientation
- Strong displayed problem solving and analytical skills
- Excellent client handling skills
- Excellent communication and interpersonal skills
- Self-Motivated, positive attitude and approach
- Flexibility to take on additional responsibility and tasks
- Excellent MS Office skills (Excel)
- SAP experience is advantage

Our offer

- Develop yourself in a dynamic international environment and create valuable international work experience;
- Live and work in Europe's most beautiful city;
- Competitive local salary and wide range of benefits (meal and wellness coupons, 5 weeks of holiday, health insurance and bonus schemes, sick days, referral bonus, discount cards, language academy, etc.);
- Professional growth based on performance;
- Endless possibilities to grow via our outstanding training curriculum.

How to apply?

To apply, please send your CV in English together with cover letter to jana.kosvancova@accenture.com. Your application will be reviewed against our requirements and we will be in touch shortly to provide you with an update on the status of your application.