



Hire to Retire Supervisor for Germany

Place of work: The Park, Krakowiaków 46, Warsaw;
Cementownia Rudniki, Mstowska 10; Cementownia Chełm, ul Fabryczna 6

Form of employment: employment contract

Your main responsibilities

- Oversee the payroll process for German entities (approx. 15 companies / 1,700 employees) in close cooperation with an external payroll provider.
- Coordinate collaboration with the payroll vendor, ensuring accuracy and timeliness of payroll processing.
- Manage a small team (1 direct report)
- Provide support and advisory to HR Business Partners on payroll and time management topics.
- Ensure data accuracy in payroll and time management systems (including GFOS).
- Monitor and analyze payroll processes and drive continuous improvements.
- Cooperate with German authorities (social security, tax) and support audits (including ZVK).
- Participate in international projects aimed at optimizing and standardizing payroll processes.
- Act as a point of contact for employees regarding payroll and time management matters.

Requirements

- Higher education degree in economics, business administration, or a related field.
- Proficiency in German and good English skills.
- Several (~ 5) years of experience in German payroll (end-to-end).
- Experience in coordinating payroll processes, ideally in cooperation with an external provider.
- Strong knowledge of German tax and social security regulations.
- Basic knowledge of German labor law.
- Good understanding of SAP HR (HCM) and SuccessFactors, experience with time management systems (GFOS is an advantage).

- Strong analytical skills with a focus on accuracy and quality.
- Accountability and ability to work independently.
- Strong organizational skills and ability to work under time pressure.
- Team player with strong communication skills in an international environment.
- Problem-solving mindset and proactive approach to process improvements.

What we offer

- Work in a large and stable company with a global reach;
- Opportunities for development, learning, and gaining experience;
- Extensive benefits package, including:
 - Private LUX MED healthcare for you and your family,
 - FitProfit sports cards and the opportunity to participate in Employee Sports Clubs,
 - Insurance for you and your family,
 - Access to the MyBenefit platform, which is funded annually by the employer and where you can shop at preferential prices,
 - An additional day off for St. Barbara's Day,
 - If you are a parent, we guarantee an additional day off to care for your child. For new parents, we finance a "birthday gift",
 - Glasses financing,
 - Training programs conducted online and in-person,
 - Attractive rewards system: anniversary awards, achievement awards,
 - Financial assistance for difficult life circumstances.



Ensure health and safety



Focus on customers



Work as one Cemex



Act with integrity



Foster innovation



Embrace diversity

In our recruitment processes, we apply the principles of equality and respect for diversity. We employ Candidates who best meet the requirements for a given position, regardless of their level of ability, age, gender, origin or other subjective characteristics.

Visit our career site: www.cemex.pl/kogo-szukamy.aspx or find us on pracuj.pl

If you feel that this offer is for you

APPLY 