

Payroll Specialist

TRAININGS
RECRUITMENTS
CONSULTANCY

eppc

EPPC Albania on behalf of its client, a Retail company, is currently recruiting a **Payroll Specialist**.

Major responsibilities:

- Perform tasks to establish and maintain employee payroll records;
- Maintain time and attendance records;
- Have a knowledge of and keep current with the taxation of salaries, benefits, and other factors;
- Input, review, and audit timekeeping and other payroll related records;
- Process advance, termination and other out-of-cycle payments;
- Prepare and file tax reports;
- Compile payroll data for management, auditors, and others;
- Respond to employee inquiries regarding payroll issues or concerns;
- Address and resolve problems in a timely manner.

Requirements for this position are:

- Master Degree in Economic, Finance, or a related field;
- Previous experience in payroll or related field;
- Strong organizational skills and attention to detail;
- Multi-tasking and time-management skills, with the ability to prioritize tasks;
- Proficiency in payroll software and MS Office.

How to apply:

To apply for this opportunity, please fill your application at:

<https://aplikim.eppc.al>

You will be contacted only if your CV will be qualified.