**Payroll Specialist**

Reporting to please fill

Founded in 2014 in the Czech Republic, Rohlik is the European leader of e-grocery in Central Europe. Already active in the Czech Republic ([Rohlik.cz](http://rohlik.cz/)), Hungary ([Kifli.hu](http://kifli.hu/)) and Austria ([Gurkerl.at](http://gurkerl.at/)), and now also in Germany ([Knuspr.de](http://knuspr.de/)). By owning its end-to-end operations, including all technology in-house, Rohlik provides a superior customer experience and the freshest food from local farmers and artisans, as well as a broad supermarket selection.

**Department Overview**

In the HR team, we take care of people, from receiving their CV to the last day of their employment with us. We hire great people and give them friendly onboarding to make them feel at home from day one. We take care of pleasant matters such as salaries, benefits, development and training, but also less popular stuff such as preparation of employment documents and policies.

**Role Overview**

We are looking for a new colleague to join our HR team, who is more than a friend with numbers, analysis, data, spreadsheets, someone who sees connections and consequences. Someone who's got the basics of Payroll accounting and HR legislation. It is a very interesting position with a varied job content from setting up and managing HR systems, to related HR administration and payroll accounting itself. We are not necessarily looking for a pro with decades of experience, we have a strong internal know-how and are happy to share. However, the necessary condition is to be able to handle and not be afraid of rocket speed and changing environment.

**What we expect from you**

* Basics in payroll accounting agenda
* Preparation of labor law documentation, statements, reports
* Provide professional support on HR team payroll and managers
* Communicate with state institutions and health insurance companies
* Collaborate with the finance department
* Eye on data clean
* Optimising and partly managing HR systems
* Support HR users of all HR system portfolio
* Cover necessary related HR administration

**What we look for**

* Basic knowledge of payroll accounting and labor law legislation
* Analytical thinking and the ability to work with larger amounts of data
* Very good knowledge of working with MS Excel (VLOOKUP and pivot tables must)
* Proactive approach to problem solving
* Want to set up processes and automate administration
* Knowledge of the OK Base system is advantage

**KPI’s typical for the position** (please fill)

* flawless preparation of the entrusted documents, according to the timetable
* legislative flawlessness of all employees in the field of OSH, PO. Medical examinations
* flawless recording of documents, access and their revision
* # of automated reports, routines, tabs, part of procesess
* Accuracy of payslips
* Accuracy of monthly/quarterly reporting

**What we offer**

* Your work will have a direct impact on the company's results
* We will implement your good ideas almost immediately – not waiting for the approval of the headquarters somewhere in the world
* You will not be bound by corporate processes
* Your work has to be innovative and meaningful, we do not want to follow trends, but set them
* Last but not least, we mainly offer a fair reward and the possibility of professional growth and education, also a great bunch of people around and a legendary company events

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