

## Payroll and Incentives Specialist

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Company: Mandarin Oriental Hotel

Location: İstanbul

Category: other-general

## Payroll and Incentives Specialist

Apply now **Position** Payroll and Incentives Specialist (Full time #512147)

**Property / Office:** Mandarin Oriental Bosphorus, İstanbul

**Location:** İstanbul, Turkey

### **Mandarin Oriental Bosphorus, İstanbul**

Set to open in early 2021, Mandarin Oriental Bosphorus, İstanbul, will be Mandarin Oriental Hotel Group's second hotel in Turkey. The hotel will enjoy a prime location on the sunny shores of the Bosphorus, situated on the European side of İstanbul in the high-end residential Kuruçeşme neighborhood.

The urban resort, with its lush generous enchanted gardens, will feature two outdoor pools and private wooden pavilions on the shores of the Bosphorus. Mandarin Oriental Bosphorus, İstanbul will be comprised of 100 spacious guestrooms and suites, innovative restaurants & bars and expensive and elegant banqueting facilities. Spread over 2,700 square meters, The Spa at Mandarin Oriental Bosphorus, İstanbul will become one of İstanbul's best wellness and beauty destination.

### **Duties and Responsibilities**

Payroll and Incentives Specialist will be responsible for the overall payroll process

Responsibilities will include gathering of all payroll information, inputting of variable payroll information on a monthly basis and committing the final payroll with the Director of Finance.

Will also be responsible for administrating the hotel time and attendance system and providing

weekly and monthly reports to hotel management.

Liaise with security services as necessary.

Handle all foreign exchange receipts for banking.

To Assist the Director of Finance with forecast file and keep updated.

### **Requirements**

Self - Motivated and able to motivate others

Good organisational skills, able to work to own schedule

Mathematical Skills, Computer software aptitude

Hotel operational knowledge

Good communication skills both in English & Turkish

Attention to Detail

Must work in safe and organised manner

Advanced Excel knowledge

Cash Handling experience

Previous finance experience at luxury properties

Knowledge of Bimsa/Logo

**Advertised** 23 Nov 2023 GTB Standard Time

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