

Turkey Jobs Expertini®

Payroll & Personnel Affairs Specialist

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Company: METRO/MAKRO

Location: Bağcılar

Category: other-general

Company Description

METRO is a global food company which inspires the gastronomy sector in more than 30 countries with 678 stores serving more than 17 million customers all around the world! With its 34 years presence in our country, METRO Türkiye is operating in 20 cities, with 36 stores and employees.

Job Description

Preparation and control of monthly salary calculations and payrolls of employees and provide support for all other payroll and employee processes.

Keeping track of legal payroll processes and reporting

Managing processes with official organizations such as SGK, İşkur, etc. and making necessary notifications.

Execution of Expat & mobility procedures and follow-up

Execution of monthly/yearly accounting reconciliation

Preparing files related to the legal process and carry out

Qualifications

Bachelor's degree or Master's Degree in related field such as Finance, Business Administration, Economics etc.

Minimum 2 years of experience in payroll & personnel affairs.

Good command of written and spoken English

Having knowledge of Payroll ERP and ERP systems such as SAP, Oracle.

Having knowledge about the Labor Law and related current legislation

Advance knowledge of MS Office programs

Strong analytical and problem solving skills

Dynamic and teamwork oriented

Additional Information

What we offer you :

Head Office Working Model is Hybrid in Metro, We're working remotely on Mondays and Fridays. You can work from anywhere on these days!

- Learning & growing opportunity in a dynamic and respectful work environment
- We're always caring and supporting our colleagues with our well-being package
- We have special offers & employee discount for you
- Shuttle & food expense & health insurance

Let's Join the **M** and start to shape your career!

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