

Payroll Specialist

This stylish luxury hotel, Corinthia Hotel Budapest is looking for an ambitious, determined and highly motivated individual who is seeking to embark on a career in hospitality.

Key responsibilities:

- Prepare the HR budget and forecast including all payroll related elements
- Create reports, analyse and monitor the actual-budget-forecast data
- Support the HR processes
- Cooperate with the Finance department in all payroll related matters
- Optimise the internal working schedules processes, harmonizes the business needs and benchmarks with the financial cost
- Cooperate very closely with all department heads
- Maintain the process of payroll accountancy with the outsourced company

Minimum expectations:

- 2-3 years' experience in payroll administration
- Advanced level of English knowledge
- Communicative and open-minded attitude
- Have the ability to work independently and to work part of a team
- Have the ability to work under pressure
- Be punctual, reliable, quick and proactive in daily work
- Experience in the hotel sector is an advantage.