

HR & Payroll Assistant position at TMF Group

About TMF

TMF Group is a leading global provider of high-value business services to clients operating and investing globally. We focus on providing specialized and business-critical financial and administrative services that enable our clients to operate their corporate structures, finance vehicles and investment funds in different geographical locations.

Our core services can help companies of all sizes with HR and payroll, accounting and tax, corporate secretarial, international corporate structuring, fund administration and structured finance – whether a company wants to globalize, or they need support to streamline existing operations.

With operations in more than 85 countries, TMF Group is the global expert that understands local needs.

About the role

We are looking for a HR & Payroll Assistant to join our team to perform a variety of routine, relatively easy payroll activities under supervision, with a portfolio of corporate clients for whom TMF provides payroll services.

Your responsibilities will include but will not be limited to:

- Filing of the clients documentation
- Ensuring all paperwork is filled on time and accurately with the relevant authorities – under supervision
- Generating/ printing payslips and annual tax declarations for clients' employees
- Supporting team in administrative activities, e.g. letters/supplies distribution, scanning/copying/shredding the documents on other team members request
- Responsible for accurate entry of source information into payroll/HR software
- Submitting all output and reports for clients to Specialist or Manager for approval
- Preparation of banking payroll file to be uploaded to the banking system for payment
- Any other tasks aligned with the individual competences and area of expertise, assigned by the Manager or Specialist.

About you

If you want to build a professional career in HR and Payroll field within an international environment, we want to hear from you!

Ideally you are meeting following hiring criteria:

- Student or Bachelor Degree obtained preferably in administration, economics, management, or related field
- Basic knowledge of labor law;
- Any internship at HR or Payroll area is an advantage
- Professional manner and strong ethical code;
- Excellent computer skills;
- Good English language knowledge;
- Readiness to meet deadlines

What's in it for you

- Work with colleagues and clients around the world on interesting and challenging work;
- We provide internal career opportunities so you can take your career further within TMF;
- Continuous development is supported through global learning opportunities from the TMF Business Academy;
- You'll be helping us to make the world a simpler place to do business for our clients;
- Through our corporate social responsibility programme, you'll also be making a difference in the communities where we work;
- Strong feedback culture to help build an engaging workplace;
- Our inclusive work environment allows you to work from our offices around the world, as well as from home, helping you find the right work-life balance to perform at your best.

Interested in hearing more? Please do not hesitate and get in touch with us via email:

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