



At Carlex, we make more than automotive glass. We make people's lives safer and more comfortable along their journeys. Every day, we unite as a team to deliver quality products and innovative solutions that earn our customer's trust and build lasting relationships. Carlex Grevenmacher supplies automotive glass to German premium OEMs. We are the only production plant of Carlex Glass in Europe with about 550 employees. Those are representing our core values: Safety, Customer Focused, Teamwork, Excellence and Trust.

We have an immediate opening for a:

Compensation & Benefits and Payroll Expert (f/m/d)

The Compensation & Benefits and Payroll Expert supports the Payroll, Benefits, and HR functions within the Human Resources Department. The primary focus of this role is to administer our payroll and benefit activities including preparation, calculation, and reporting.

Role:

- Ensure that payroll and taxes for all our employees (including monthly- and hourly paid) are processed in a timely and accurate manner
- Audit payroll information for accuracy, reconcile errors, and maintain payroll records
- Continually and accurately administer various employee benefit programs such as pension plan and bonus payments
- Draft and maintain Plan Documents
- Reconcile payroll deposits, tax withholdings, wage garnishments, and voluntary deductions
- Verify the calculation of the periodic contributions and coordinate with the Finance department
- Ensure that payroll- and benefits- related transactions are processed in compliance with Luxembourgish laws, and external and internal policies
- Manage communication with CCSS, CNS, ADEM, etc. regarding all types of leaves.
- Record staff absences and prepare corresponding official reports
- Manage early retirement application files and prepare calculations
- Ensure submission and follow-up of reimbursements to the Government (e.g. early retirement, paternity leave, training leave, etc.)
- Perform actions necessary to track and determine regular and overtime pay, including pre-retirement payments
- Receive and respond to payroll inquiries and resolve discrepancies as required
- Collaborate with Finance on the payroll general ledger processing and audits
- Balance and file weekly, bi-weekly, quarterly, and yearly payroll related reports
- Act as first support to Carlex's users for HR IT systems, as needed

Profile:

- High School Diploma or equivalent required
- Bachelor's Degree in Human Resources, Finance or related field preferred
- Min. 5 years of experience in managing and processing payroll and benefits in Luxembourg
- Experience in a manufacturing setting; executing payroll for Hourly and Monthly paid employees
- Knowledge of Gesper Salaire and DSK preferred
- Proven experience in creating complex reporting
- Expert knowledge of Luxembourgish tax and social security regulations, pension rules and labor law
- Dynamic, proactive approach and ability to work effectively in high-pressure situations
- High ethical value in maintaining confidentiality, integrity and trust
- Strong communication and collaboration skills
- Strong organization, prioritization, time-management, multi-tasking skills
- Expert of MS Office applications (Word, Excel)
- Fluent in English, German and French

Our benefits:

- Team spirit and a great working atmosphere
- Unlimited employment contract
- Flexible working hours through flextime arrangements and partly home office
- Continuing education opportunities (e-learning, training and seminars)
- Personalized development program
- An actively practiced corporate culture based on our values:
- Safety, Customer Focused, Teamwork, Excellence, Trust

Interested? Please send your application and CV to

Silke BREUER

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