



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 Glass is a daughter company of Central Glass, Tokyo, a stock listed corporate entity with 7000 employees worldwide.

Carlex Grevenmacher supplies automotive glass to German premium OEMs. We are the only production plant of Central Glass' automotive business 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:

HR Payroll Specialist (M/F) (part-time/20hrs/week)

The Payroll/Tax Specialist ensures that payroll and taxes for all our employees (including monthly- and hourly paid) are processed in a timely and accurate manner. Additional responsibilities include accurate maintenance of the payroll systems used, ensuring accuracy and completeness of data; performing all functions involved in preparing, analyzing, reconciling, balancing and reporting payroll activity while assisting with issues relating to benefits and retirement plans.

Role:

- Audit payroll information for accuracy, reconcile errors, and maintain payroll records
- Reconcile payroll deposits, tax withholdings, wage garnishments, and voluntary deductions
- Ensure that payroll-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 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

The selected candidates will be offered:

- A challenging opportunity to progress within a growing company
- A pleasant working climate, favoring autonomy and personal initiative
- Increasing amounts of responsibility, in relation to experience and capability
- An attractive salary package, commensurate to achievements

Interested? Please send your application and CV to

Silke BREUER

jobsgrevenmacher@carlex.com