

Job title: International Payroll Coordinator
Service line: Yondr Global Mobility Services
Based: Amsterdam, The Netherlands
Reporting to: Director Global Mobility Services

Job purpose

Yondr is revolutionising the real estate and technology industries. We provide wholly outsourced, end-to-end solutions to meet the capacity and property needs of growing businesses. In the process, we improve business performance, create enriching user experiences, and meet tomorrow's needs today.

But we can't do it without you.

We believe in a tomorrow without constraints and making the impossible possible for our clients. Thinking out of the box and not settling for less, is crucial.

The role

Coordinating employee and payroll information between the company and the in-country payroll providers; verify, review and approve the payrolls and ensure payment compliance for tax, social security, pension, insurance etc; respond to queries from EEs, internal departments and payroll providers.

Main responsibilities

The job responsibilities include, but are not limited to, the following:

- / Be the main point of contact for coordinating and initiating changes to payroll allowances and records for locally hired employees as well as the domestic and international assignees
- / Complete the payroll info submit to the in-country payroll providers
- / Review the preliminary payroll reports from the payroll providers (variances and calculations where applicable) and approve for payment
- / Collect final reports and follow up on payments to the local tax and social security authorities, pension funds, insurance providers, etc
- / Application and renewal process of certificate of coverage documentation with appropriate authorities
- / Manage shared payroll mailbox – answer queries from employees, internal departments and in country payroll providers
- / Ensure compliance with company policies, industry regulations, tax, and deduction laws
- / Prepare payroll journal entry and balance sheet reconciliation reports for management and audit purposes
- / Continually looks for opportunities to drive efficiencies, data accuracy, and customer satisfaction
- / Participate in periodical assignment allowance audits and updates for global assignee population

Qualifications and experience

- / Bachelor's degree preferred
- / Four (4) to six (6) years of international payroll related experience preferred
- / International mobility/expatriate experience strongly preferred
- / Strong quality control bias, problem solver
- / Detail oriented, methodical, and conscientious
- / Strong analytical skills
- / Ability to interact with people at all levels
- / Strong oral and written communications skills
- / Ability to multitask in a fast-paced environment
- / Organisational and time management skills; adhere to strict deadlines
- / Ability to maintain strict confidentiality, GDPR
- / Bullets example