

HR Payroll Analyst

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Company: Henkel

Location: Bogotá

Category: business-and-financial-operations

At Henkel, you can build on a strong legacy and leading positions in both industrial and consumer businesses to reimagine and improve life every day. If you love challenging the status quo, join our community of 50,000 pioneers around the globe. The teams in our corporate functions enable the best in our dynamic businesses and in our people to maximize our company's potential. With our leading brands, our cutting-edge technologies and our disruptive solutions, you will have countless opportunities to explore new paths and develop your skills. Grow within our future-led businesses, our diverse and vibrant culture and find a place where you simply belong. All to leave your mark for more sustainable growth.

Dare to make an impact?

YOUR ROLE

- Coordinates and executes the HR activities and administrative tasks to ensure effective day-to-day HR operations and case management
- Provides support to and executes the respective HR processes
- Reviews HR policies and initiatives in order to ensure compliance with corporate standards
- Keeps HR data quality Processes personnel administration, including usage of all correct transaction forms
- Maintains budget spreadsheet that includes salaries, payroll taxes and fringe allowances

- Ensures proper approvals for all relevant HR processes in the area of responsibility

YOUR SKILLS

- Professional in Business Administration, Accounting, Industrial Engineering or related careers.
- 4-5 years of experience
- Experience in payroll processes and people management for companies with more than 500 employees.
- Intermediate English level

At Henkel, we come from a broad range of backgrounds, perspectives, and life experiences. We believe the uniqueness of all our employees is the power in us. Become part of the team and bring your uniqueness to us! We welcome all applications across different genders, origins, cultures, religions, sexual orientations, disabilities, and generations.

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