



POSITION: HR & PAYROLL SPECIALIST (TETA system)

DEPARTMENT/ SECTION: HR

Place of work: Płock, Poland

KTI POLAND S.A. is a well-established international EPC company offering services in the field of design, delivery and construction of installations in the oil and gas, petrochemical, and chemical industries.

*We are looking for an **HR & Payroll Specialist** to join our team in Płock*

JOB DESCRIPTION

- Preparation and maintenance of personnel files relating to the employment, continuation and termination of the employment relationship.
- Payroll calculation for employees, contractors, and administration of tax and social insurance settlements
- Employees worktime sheet management – monitoring overtime and absences
- Preparation of annual declarations (PIT, ZUS) and others in accordance with the law
- Cooperation with QHSE Department in the scope of HSE training and tests
- Filing of notifications to ZUS, PPK
- Cooperation with Accounting Department

REQUIREMENTS

- Ability to handle employee payroll and HR duties independently
- Knowledge of software: Płatnik, TETA
- Very good knowledge of labour law, tax and social insurance regulations (ZUS)
- Communicative knowledge of the English language
- Driving licence - cat. B
- High work ethics and positive attitude
- Commitment to work

WE OFFER

- A contract of employment in an engineering company with an established position in the market
- Good working atmosphere and team support
- Real career development opportunities, participation in external training courses
- Attractive benefits package: LUX MED medical care, accident insurance, MultiSport card, holiday co-financing