

ekspert SA is an SME specialising in outsourcing payroll management, accounting and related administrative tasks. Abacus ERP is our tool of choice, and we are an integration partner. To ensure the smooth running of the company, present in Germany, Austria and Switzerland, we are creating a new position in Berlin.

Join us and become an ekspert!

Confirmed Payroll Specialist 100% in Berlin (for Swiss market)

Your responsibilities

- Payroll management in the Abacus ERP system for a portfolio of clients
- Processing all administrative tasks related to payroll (OASI, accident insurance, pension fund, withholding taxes)
- Declaration of incapacity for work, maternity, family, or military allowances, etc.
- Liaising with insurers (social and other) and tax authorities
- Handling clients' questions and requests

Your skills

- Several years of professional experience in payroll and/or social insurance
- Knowledge of the Abacus ERP is an advantage
- Excellent oral and written communication skills in English (C1/C2 level), German is a plus
- Ability to anticipate needs easily

Your strengths

- Strong service and client orientation, with high quality standards
- Respect for confidentiality, deadlines, and priorities
- Great organizational ability, thoroughness, and methodical approach
- Solution-oriented, motivated, and proactive personality
- High degree of independence and personal responsibility
- Enjoys teamwork

We offer you the opportunity to join a growing company with a multicultural team in a dynamic working environment where you can develop your skills every day.

Interested? Send us your complete application by e-mail at jobs@ekspert.com