



The world of sport is our passion. Polytan has been the leading specialist for sports surfaces for over 50 years, with an annual order volume in the three-digit million range. We offer exciting career prospects with a wide range of tasks and development opportunities in all areas of the company. At Polytan, you have room for ideas, are challenged and encouraged in equal measure and meet an open-minded, committed team.

Payroll & HR Process Expert (m/w/d)

This is what you can expect:

Do you want to do more than just run payroll – do you want to actively develop and digitalise it? Then you've come to the right place. In this role, you combine hands-on payroll expertise with digitalisation and process optimisation to make our HR processes more efficient, modern and future-proof.

- Ensure end-to-end payroll operations – You are responsible for the accurate and timely execution of payroll and keep a close eye on all payroll-relevant processes.
- Drive the digitalisation of payroll processes – You identify digitalisation opportunities and actively support the transformation of all payroll-related workflows.
- Analyse and optimise HR processes – You challenge existing processes, design more efficient structures and implement improvements together with relevant stakeholders.
- Support HR digitalisation projects – You contribute to projects aimed at further developing our HR systems landscape and bring in your payroll expertise.

- Coordinate interfaces and stakeholders – You work closely with HR, Finance, IT and external payroll providers to ensure seamless information flow.
- Act as an internal consultant – You advise managers and colleagues on payroll processes and HR systems-related topics.

What you need to bring:

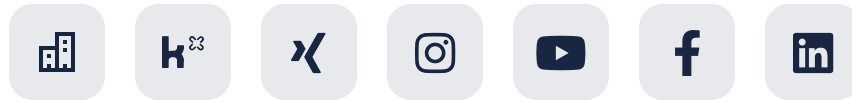
- Solid educational background with an HR focus – You hold a bachelor's degree, ideally in business administration, human resources management or a comparable field of study.
- Experience in payroll – You bring hands-on experience in a payroll environment and are familiar with the operational requirements of payroll processing.
- Process-oriented mindset – You quickly identify optimisation potential and develop structured, efficient solutions.
- Strong affinity for digitalisation and systems – You are interested in making HR processes more efficient through digital solutions and have excellent Excel skills.
- Consulting experience is a plus – Ideally, you have previous experience in payroll or HR consulting.
- Structured and communicative working style – You work analytically and independently and stand out through clear and effective communication with various stakeholders.

We offer you:

- A permanent job in a growing group of companies
- A family-like working atmosphere
- A structured on-the-job training
- Up to 40% home office is possible after the training
30 days of holiday, a company pension plan, medical check-ups and other corporate benefits
- An individual and intensive training and, according to your abilities, a quick assumption of responsible and varied tasks
- Open and honest communication, a standard that is not just an empty phrase for us
You can feel the sporting spirit in our corporate culture, we stick together and support each other!

Have we sparked your interest? Then apply now!

Jetzt Bewerben



You have some questions? Please contact us!

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