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Position: P&O Operations Payroll Expert – French Speaking | **Job:** 5150

Location: Praha 4-Nusle/ Praha, Hlavní mesto - Czech Republic

Type: Contract (Hybrid: 2 days in office) | **Duration:** 3 to 6+ Months Rolling Contract

Employer: Multi-National Consultancy (Pharma Customer) | **Start:** ASAP

Rate: Flexible / Most Competitive Rates Requested

Job Description

- Support the local payroll team and assist with payroll system implementation, including data reconciliation and process setup.
- Collaborate with Hire2Retire, internal payroll teams, and external payroll vendors—providing reports and ensuring compliance with internal processes.
- Manage standard service requests, resolve payroll-related issues, and handle employee inquiries via a ticketing tool.
- Oversee payroll processes for the French region, including pre- and post-payroll activities, monthly controls, taxation, and financial reconciliation.
- Ensure accurate and timely salary payments and reporting while staying updated on legal payroll regulations.
- Act as the main contact for payroll-related matters for employees, leaders, and HR partners.
- Contribute to payroll-related projects at the country and business unit levels.

Requirements

- 2-3 years of experience in payroll, HR operations, or personnel administration (SSC experience is a plus).
- Strong knowledge of payroll processes, tax regulations, and finance-related payroll activities.
- Proficiency in HRIS systems—SAP and Workday is required,
- Advanced Excel skills and experience with HR ticketing tools.
- Strong attention to detail, problem-solving skills, and customer-oriented mindset.
- Fluent in French (native) and English (professional level).

Please express interest by email to sanjay@frs-online.com adding **Job No.5150** in the subject-line after providing your update on required six points below:

1. **CV & Contact Details (email, telephone with current city):**
2. **Availability (earliest start date or current notice period):**
3. **Expected Hourly Rate (CZK):**
4. **Nationality:**
5. **If not EU Citizen, please confirm your Visa type/name & Expiry date:**
6. **Available Date/Time Slots For A Potential 10 minute Screening Call:**