

Payroll specialist (60-70%)

We are looking for you to join our HR Services team as a Payroll Specialist! We offer you a varied role in which you can contribute your expertise in payroll accounting and at the same time act as a competent contact person for our employees and managers. If you value accuracy, teamwork and open communication, then you've come to the right place!

Hilcona AG
Bendererstrasse 21
9494 Schaan

Contract type Permanent
Workload 60% - 70%
Start of employment as of now
Language German
Working time model Target-oriented working time

Do you have any questions?



Ingo Pretterhofer
Head of HR Services
+41 58 895 9292

Apply online



You can find all the details online as well as the opportunity to apply directly.

Your tasks

- You are responsible for the reliable and timely preparation of payroll accounting for our employees
- You ensure that the employee master data in our HR systems is up to date and correct
- You provide our employees and managers with expert advice on social security, tax and retirement issues
- You play an active role in representing and supporting our social insurance specialist and contribute your expertise
- You contribute to the monthly and annual financial statements and work closely with other teams to ensure smooth processes

What you bring with you

- Completed commercial training is the foundation for your success with us
- Expertise in the payroll environment in Switzerland/Liechtenstein, ideally with several years of experience
- You know MS Office like the back of your hand and enjoy working with time management systems, UKA and ideally ABACUS
- Flexible - especially during our payroll periods to ensure timely salary payments
- Reliable and precise working methods are not an obstacle for you, but a passion and a challenge

What we offer



Work-life balance

We offer 5,5 to 6 weeks' holiday, flexible working hours and special leave for important events. Organise your days to work in the office or remotely, buy holidays or work part-time for more free time. There are no company holidays – you plan your holiday flexibly with your line manager.



Catering

Catering is very important to us: Enjoy discounts on your lunch in our staff canteen, free fruit and promotions such as free chestnuts, ice cream or smoothies. High-quality products at greatly reduced prices are available in our outlet.



Mobility

Benefit from excellent public transport connections (bus stop in front of Hilcona), attractive ticket subsidies, ample parking for cars, e-bikes and scooters as well as reimbursement of your travel expenses for business trips – for sustainable and care-free travelling.



Professional development opportunities

Expand your knowledge with extensive training programmes, high-quality courses at the Coop Training Centre and a wide range of personal development opportunities.