

# Payroll Specialist (50–60%)

We're looking for you! Join our HR Services team as a Payroll Specialist! We offer you a varied role in which you can apply your payroll expertise whilst acting as a knowledgeable point of contact for our staff 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** 50% - 60%  
**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 will be responsible for producing payslips for our staff reliably and on time
- You will ensure that employee master data in our HR systems is up to date and accurate
- You will provide expert advice to our staff and managers on matters relating to social security, tax and retirement
- You will play an active role in supporting our social security specialist and contribute your expertise
- You will contribute to the monthly and annual financial statements and work closely with other teams to ensure smooth processes

## What you bring with you

- A completed commercial apprenticeship is the foundation for your success with us
- Expertise in payroll in Switzerland and Liechtenstein, ideally with several years' experience
- You're a whizz at MS Office and enjoy working with time and attendance systems, UKA and, ideally, ABACUS
- Flexible availability – particularly during our payroll periods, to ensure on-time salary payments
- A reliable and meticulous approach to work is 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.