

Payroll & HR administrator

Are you a payroll expert with a sharp eye for financial accuracy? Do you understand not only the operational side of payroll but also the financial impact of every change?

Your Contribution

As a Payroll & HR Administrator, you are the link between HR, Finance, and our payroll systems. You ensure accurate and timely processing of payroll and HR changes, with attention to detail and their financial translation. You work with systems like Cobra 8 and SD Worx and know how to convert data into accurate salary journal entries. Additionally, you actively contribute to process improvements and the implementation of new modules.

Specifically, your main tasks include :

In addition to all standard payroll tasks, you will also manage pension contracts and handle changes, enrolments/terminations, and assess (pension) invoices. You will deliver monthly and annual reports to the Finance department and serve as the point of contact for payroll, pension, and HR-related questions. You will also be responsible for managing our lease cars.

- Processing payroll and HR changes with financial impact
- Checking and correcting wage codes and general ledger links in Cobra
- Reviewing salary journal entries
- Monthly processing of wage costs and importing into financial systems
- Consolidating salaries per cost center
- Verifying net wages against payment batches and general ledger
- Managing pension contracts, enrollments/terminations
- Checking employee lists and pension statements
- Preparing and reviewing accruals (e.g., vacation pay)
- Supporting year-end activities and WKR (work-related costs scheme)
- Collaborating with HR and Finance on system development and reporting
- Managing assets such as lease car

Your Profile

You are analytically strong, work accurately, and switch effortlessly between systems, numbers, and people. You understand the logic behind payroll processing and know how to translate it into financial output.

Additionally, you have:

- A completed bachelor's degree in Business Administration, HRM, or similar
- At least 4 years of experience in payroll administration and HR processes
- Experience with Cobra software and current laws and regulations
- A Payroll Administration diploma (PDL) is a plus
- Experience as an assistant accountant or payroll specialist is a plus
- Knowledge of pension systems and coordination with external parties (e.g., BPL)
- Experience with payroll journal entries, accruals, and general ledger links
- Affinity with process optimization and system development
- Good command of Dutch and English
- Integrity, stress-resilience, and a proactive, solution-oriented mindset

What We Offer

You'll be part of a close-knit team of 3 (HR Operations), alongside other HR colleagues (Learning & Development, Business Partners, and Recruitment)

Additionally, we also offer:

- A position for 32 hours per week in Joure
- A role in an international environment within a healthy and growing organization
- A fully HZPC-paid pension, allowing you to focus on your future without worries

Job Title:
Payroll & HR
Administrator

Department:
HR

Education level:
BA/BSc

City:
Joure

- 32 days off based on a 40-hour workweek
- A 13th month salary, paid out monthly for extra financial security
- A place in a dynamic international organization with diverse opportunities for career and personal development
- An additional reward in the form of our variable bonus, paid out every November based on achieved objectives

About HZPC

Founded in 1898 and rooted in the Netherlands, HZPC has become a global market leader in innovative breeding, seed potato trading and concept development. Our ambition is a sustainable growth. We offer innovative potato varieties that are optimized for local cultivation conditions. We share knowledge and provide solutions that dynamically anticipate the climatic, cultural and commercial challenges that the whole area of food has to deal with. With 400 employees in 16 countries and exporting to more than 90 countries, we contribute to the availability of responsible food for the well-being of millions of people worldwide.

You can find more information on our website: www.hzpc.com.

Your reaction:

We are looking forward to receiving your response! You are invited to show your interest by submitting your application and CV via the application button. For more information about the recruitment process, you can contact Ilse Kuiper (Talent Acquisition Lead) via ilse.kuiper@hzpc.com. For additional information please contact Cor Stroosma (P&C Operations Lead) at cor.stroosma@hzpc.com.

Due to the holidays you can expect a response in the week of the 5th of January