



Assistant Payroll Outsourcing Services

About RSM in Greece

[RSM Greece](#) is a full member of RSM International, the world's 6th largest independent network of audit, tax and advisory firms, with 860 offices in more than 120 countries, and more than 64,000 people on hand to serve our clients' needs. Member firms are united by a common desire to provide the highest quality of services to their clients. We exist to make a positive difference to their futures. RSM is a full member of the Forum of Firms, an association of international networks of accounting firms. The Forum's goal is to promote consistent and high-quality standards of financial reporting and auditing practices worldwide.

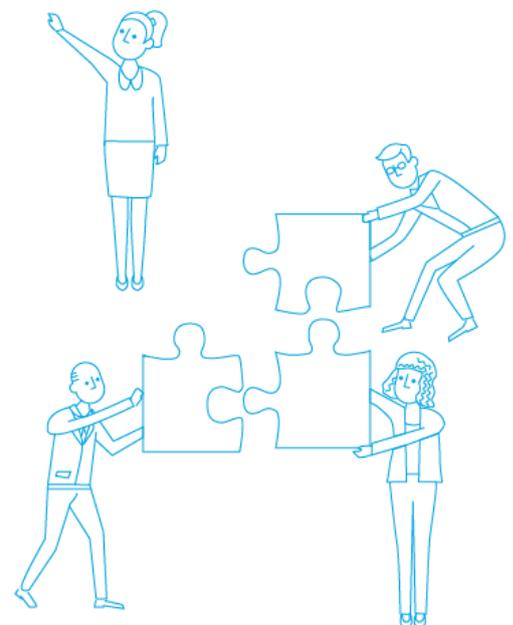
We are a strategic partner for dynamically developing companies with local and international orientation, seeking the complete spectrum of services provided by Professional Service firms offering Audit, Tax and Advisory services. Our services include Audit and Assurance, Risk Management, Transaction Services, Corporate Finance, Consulting, Accounting and Tax, Human Capital, Executive Search and Selection, Labour Law and Payroll Outsourcing Services.

Working with RSM and discovering 'The Power of Being You'

When you join RSM, you'll get so much more than a great benefit package. You'll gain access to a global network that celebrates new ways of thinking. We offer an environment where all voices are heard and everyone has the opportunity to succeed. When you join our team, you'll become part of an exciting and dynamic environment that's always moving forward. You'll discover a network of like-minded professionals who will help you spark ideas, find new solutions and feel a sense of belonging.

Due to our global network, we have the advantage of offering local, national or international services to clients of all sectors and sizes. RSM now spans more than 120 countries, providing plenty of opportunities for you to collaborate with professionals around the world. Be part of something big at RSM.

We want all our people to reach their full potential. There are over 64,000 talented people working within the RSM network and each and every one has a unique offering. We believe in using this talent to the optimum and we dedicate considerable resources to the training and development of our people so they help differentiate us now and in the future. At RSM, you'll get the career you want.



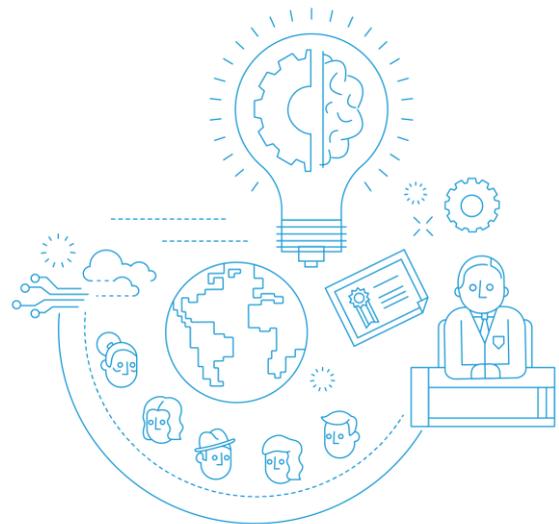
The role

We are looking for a driven individuals to take on the role of the **Payroll Assistant** in our **Payroll Outsourcing Services Department** in the **Athens office**. This Department holds a leading place in this sector in the Greek Market and its clientele includes Greek and Multinational firms of all sizes and from all sectors of the Greek Economy.

Opportunity description

Being part of **RSM's Payroll Outsourcing Services Department** and dealing with the full spectrum of the department's activities. More analytically:

- Assisting in payroll processing, including payroll calculations, data entry, computations, preparation of reports, issuance of pay slips etc for multiple clients.
- Performing necessary control actions.
- Ensuring compliance with public authorities regarding labor law requirements.
- Developing knowledge of current Labour Legislation.
- Assisting in the preparation of reports and other deliverables according to client needs.
- Assisting in handling payroll queries from clients.
- Assisting in handling the communication with public authorities.
- Collaborating effectively with other team members and providing support as required.
- Adhering to strict deadlines and providing services of the highest quality.



Candidate requirements

- Degree in Accounting or Economics.
- 6 months to 1 year of working experience, preferably in a similar position.
- Experience with ERPs (including HRMS Scan or similar software) is considered an advantage.
- Fluent written and spoken English.
- Excellent communication skills.
- Advanced computer capabilities, proficient user of MS Office
- Ability to multitask, work under pressure and meet deadlines.
- Military services fulfilled (if applicable)

The ideal candidate will also need to demonstrate the following:

- Strong analytical skills and attention to detail;
- Urge to maintain their professional and technical knowledge by attending workshops, reviewing publications and governmental acts and updates etc;
- Demonstrated ability to work in a multitasked, fast-paced and changing environment;
- Have a positive attitude, focused on teamwork and communication;
- Commitment to providing work of an excellent quality and to building relationships with clients;

Career Prospect

Competitive remuneration package, productive and pleasant working environment, exposure to international payroll practices and the opportunity for advancement in one of the leading global Audit – Tax – Advisory Firms.

Apply now and discover **'The Power of Being You'**

Please send your CV in strict confidence at hr@rsmgreece.gr by quoting reference **PA324**.