

Job Title:	Administrative Assistant (HR)
Location:	Oulu, Finland – EU
Employment Status:	
Reports To:	HR Business Partner
Travel (%):	< 5%
<u>Major Roles & Responsibilities</u>	<p>Kraton Corporation is looking for an Administrative Assistant (HR) for our plant in Oulu. The position is responsible for processing the organization's payroll in the assigned local areas and compile payroll data to maintain accurate payroll records as well as performing various administrative tasks in the HR department.</p> <p>Major Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Act as the main point of contact for employees in local areas relating to Payroll related queries. • Provide payroll input to the Payroll department through the HRIS system and related payroll files in line with local fiscal and labor legislation. • Keep HRIS systems up to date and accurate for assigned local areas. • Provide information to Finance and auditors on payroll-related matters. • Participate in yearly audits such as ISO and SOX audits. • Assist the HR team as appropriate and be part of the team. • Assist in projects and annual merit review process. • Create purchase requisitions in SAP and handle HR related invoices. <p><i>The statements above are intended to describe the general nature and level of work performed by employees assigned to this classification. Statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.</i></p> <p><i>Kraton's internal talent acquisition team manages our recruiting efforts and from time to time works with pre-selected/pre-approved external staffing agencies. We do NOT accept unsolicited resumes or candidate referrals from recruiters and/or agencies who are not pre-selected/pre-approved.</i></p>
<u>Skills and Experience</u>	<ul style="list-style-type: none"> • Bachelor's Degree in Human Resources or Business Studies preferred. • Good understanding of HR/payroll processes. • Basic knowledge of local labor laws. • Experience with Tiima, Success Factors and SAP preferred. • Proficiency in Finnish & English, Swedish preferred. • Strong communication and listening skills.
<u>How to Apply</u>	Submit your resume to jobs-eu@kraton.com