

<b>Job Title:</b>	Payroll Coordinator EU
<b>Location:</b>	Almere – The Netherlands (EU)
<b>Employment Status:</b>	Full Time
<b>Reports To:</b>	This position will report to the HR Director – EU
<b>Travel (%):</b>	< 5%
<b><u>Major Roles &amp; Responsibilities</u></b>	<p>Kraton Corporation is looking to hire a new member of our HR department. The Payroll Coordinator is mainly responsible for processing the organization's payroll in the assigned countries in Europe, and compile payroll data to maintain accurate payroll records.</p> <p><b><u>Major Roles &amp; Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Act as the main point of contact for employees in EU regarding Payroll related queries</li> <li>• Provide payroll input to the payroll department through the HRIS system and related payroll files in line with local, fiscal and labor legislation</li> <li>• Keep the HRIS systems up to date and accurate for assigned EU countries</li> <li>• Provide information to the finance department and auditors regarding payroll-related matters</li> <li>• Participate in yearly ISO and Sox Audits</li> <li>• Assist the EU HR team of necessary</li> <li>• Assist in projects and the annual merit review process</li> </ul> <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>
<b><u>Skills and Experience</u></b>	<p><i>Required</i></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Human Resources or Business studies</li> <li>• 1 - 3 years' experience in HR/payroll environment</li> <li>• Well-developed understanding of payroll processes</li> <li>• Basic knowledge of local employment laws</li> <li>• Proficiency in Dutch and English (written and spoken)</li> </ul> <p><i>Competencies</i></p> <ul style="list-style-type: none"> <li>• Drive for results</li> <li>• Accuracy</li> <li>• Integrity and trust</li> <li>• Time management</li> <li>• Process Management</li> </ul>
<b><u>How to Apply</u></b>	Submit your resume to <a href="mailto:jobs@kraton.com">jobs@kraton.com</a>