

Human Resources

Experienced

Payroll and HR Administration Specialist

Full Time - Integrated Assemblies - Motherson Sequencing and Assembly Services (MSAS) - Gölcük, Turkey

At Motherson, we're committed to advancing your career and leveraging your talents globally. Featured on TIME's World's Best Companies list, we specialise in manufacturing, engineering, and assembly, delivering full system solutions across industries. With a focus on innovation, quality, and sustainability, we strive to be a globally preferred sustainable solutions provider while fostering a diverse, inclusive workplace.

Our Integrated Assemblies division leads in automotive innovation, specialising in premium module assembly and cockpit module integration. We collaborate with customers to deliver cutting-edge solutions supporting electrification. Join us to work with advanced technology and shape the future of automotive innovation.

Görev tanımınız

- Managing payroll and personnel administration processes.
- Executing employee onboarding and offboarding procedures in compliance with legal regulations.
- Preparing, updating, and maintaining employee personnel files in accordance with legal requirements.
- Carrying out all processes related to the Personnel Attendance Control System (PACS).
- Ensuring timely and accurate completion of payroll, accruals, salary payments, autoenrollment pension (BES) payments, private health insurance, and other related processes.
- Managing Occupational Health and Safety procedures during recruitment in accordance with relevant legislation.
- Executing annual leave, disciplinary actions, garnishments, advance payments, and similar processes in line with laws and internal regulations.

Beklentilerimiz

- Graduated from a university undergraduate (bachelor's) program.
- Minimum 2 years of experience in payroll and personnel affairs processes.
- Knowledgeable in applying the current regulations of the Labor Law No. 4857, Social Insurance and General Health Insurance Law No. 5510, Incentive Law No. 6111, and Occupational Health and Safety Law No. 6331.
- Preferably experienced in Meyer time attendance (PDKS) systems.
- Able to think analytically, attentive to detail, organized and meticulous.

Sunduğumuz olanaklar

- A pleasant working atmosphere, with good career opportunity.
- Build knowledge with exciting and varied assignments.
- We show our commitment to our people via the following values: Interest for each other, Togetherness, Trust, Respect, Enthusiasm.



Buradan başvurun
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