



HE Space is a successful international space company. For 40 years, we have been supporting our customers with qualified experts in the field of engineering, science and administration. HE Space has joined forces with CS Group to lead the engineering and digital space market in Europe and to provide highly skilled consulting.

Staff Administration Payroll Officer (Full/Parttime)

Key Tasks and Responsibilities

As part of the team, you will have the following responsibilities:

- Preparation of employment contracts following successful application
- Hiring (i.e. payroll insertion) and HR administrative onboarding of new staff
- Individual contract and position (i.e. in the organisational structure) administration during the entire employment period, e.g. contract extensions, reassignments to new positions, etc.
- Bulk adjustments to the organisational structure, e.g. in case of reorganisations
- Ad-hoc (i.e. request-based) and periodic (e.g. via questionnaires, reporting) ex-ante and ex-post verifications of entitlements, in particular examining complex cases of entitlement to allowances (i.e. those that are not handled automatically by our IT systems) by means of an enhanced management / analytical approach
- Making the necessary payroll inputs for salaries, benefits and other compensation, as well as calculating ad-hoc payments (e.g. untaken leave)
- Systematic monthly payroll verifications to a level which satisfies the external auditors
- Assisting the Head of Service in interfacing the external service provider to which parts of the ESA payroll have been outsourced
- Time and leave management.

Skills & Experience

You will have the following qualifications and relevant experience:

- Formal academic qualification at least at Bachelor level, in Business or Public Administration, Human Resources, Finance, Informatics, Engineering, or a related field.
- Required behavioural attributes are discipline, professionalism, excellent attention to detail, and absolute discretion.
- Specific and in-depth exposure to payroll operations. Possess, or have the ability to acquire in-depth knowledge of payroll regulations, staff policies, and compliance standards in the context of an international organisation.
- Fluency in English is mandatory; knowledge of another European language is an advantage.

This job is located in Frascati, Italy.

If you think you have what it takes for this job, please send your CV (in English and in Word or PDF) to Andres Izquierdo Gallego by clicking on the button "Apply for this job" quoting job **IT-HP-25013b**.

An exciting and dynamic international working environment awaits you!



HE Space recruiting for ESA