



Company Description

Magna International Inc. is a leading global automotive supplier dedicated to delivering new mobility solutions and technology that will change the world. Our products can be found on most vehicles today and come from 340 manufacturing operations and 90 product development, engineering, and sales centers in 28 countries. We have over 161,000 employees focused on delivering superior value to our customers through innovative processes and world-class manufacturing.

Magna Mirrors South-East Europe, a division of Magna Mechatronics, Mirrors & Lighting - leading supplier of innovative closure systems, modules and exterior and interior mirror systems, is opening the following position for the new Magna Mirrors factory located in Ohrid/Struga region:

PAYROLL SPECIALIST

Key responsibilities:

- Manages the time and attendance system
- Processes information on hours worked for each employee by maintaining payroll system up-to-date and accurate
- Ensures that payroll processing is compliant with local law
- Calculates the correct amount incorporating overtime, deductions, bonuses etc.
- Responds to employee inquiries and requests regarding payroll matters
- Ensures the payroll slips are issued and distributed
- Participates in budget planning
- Produces informational reporting and analysis via Microsoft Excel to support all functional areas of HR

- Provides HR metrics and headcount reporting and forecasting; provides scheduled reports to ensure the organization is fully cognizant of trends and key drivers
- Responds to ad hoc requests for payroll reports from finance or other relevant departments

Required qualification:

- Bachelor's degree
- 3+ years of experience with payroll calculation
- Experience with MPIN software
- Advanced user of Microsoft Office, including proficiency in Excel
- Great knowledge of Labor relations law
- Experience with ERP payroll software, SAP will be considered as an advantage
- Proficiency in written and spoken English
- Strong attention to detail and organizational skills
- Ability to accomplish tasks with limited supervision
- Team player

Place of work: TIRZ Ohrid/Struga

Application deadline: 18/03/2023

If you are interested to join our team and have the required knowledge and skills, please register on Magna careers page and send your application (CV and Cover Letter) on the following [LINK](#)

Please note that only selected candidates will be invited for an interview.