

On site – Megara area

Who we are:

Olympia Odos Operation S.A. is responsible for the operation and routine maintenance of Olympia Odos motorway. The motorway plays a significant role in transportation infrastructure, facilitating travel and commerce between various regions of Peloponnese. Additionally, Olympia Odos Operation engages in various activities related to road management, toll collection and customer service to ensure the smooth functioning of the motorway and the satisfaction of its users.

Position Overview:

The Payroll, Compensation & Benefits Employee will report to the Payroll, Compensation & Benefits Officer- responsible for the Payroll- and will play a vital role in supporting the efficient operation of the Human Resources department. This position involves a blend of administrative tasks, data management, and work collaboratively with multiple divisions to ensure accurate and timely processing of payroll, benefits administration, and compensation-related activities.

Key Responsibilities:

- Assist in processing payroll accurately and on time, in compliance with company policies and regulations.
- Maintain payroll records and ensure data integrity in payroll systems.
- Assist in the daily time keeping (procedure karta ergasias) and monthly reconciliation with payroll
- Respond to employee inquiries related to payroll matters.
- Assist in enrollment processes, status changes, and terminations in benefit programs.
- Coordinate with benefits vendors, resolve issues, and ensure smooth administration of benefits.
- Help employees understand their benefits package and provide necessary support.
- Assist in compensation-related activities such as salary benchmarking, job evaluations, and salary structure maintenance.
- Maintain accurate compensation data and participate in salary surveys.
- Support the annual performance review process and merit increase activities.
- Maintain accurate employee records related to payroll, benefits, and compensation.
- Submission of hirings, contracts, resignations, personnel tables, payroll forms to Ergani.
- Ensure compliance with data privacy regulations and confidentiality of employee information.
- Assist in auditing payroll and benefits data to identify discrepancies and ensure accuracy.
- Stay updated on relevant laws, regulations, and industry best practices related to payroll, benefits, and compensation.
- Assist in ensuring compliance with labor laws, tax regulations, and other statutory requirements.
- Provide general administrative support to the Payroll, Compensation & Benefits Officer, including scheduling meetings, preparing documents, and maintaining files.
- Assist in special projects and initiatives within the HR department as assigned.

Qualifications and Skills:

- Bachelor's degree in Business Administration & Economics, or related field preferred.
- 3-5 years prior experience in HR administration, payroll processing, or benefits administration is desirable.
- Familiarity with payroll systems and HRIS (Human Resources Information Systems) is a plus.
- Strong attention to detail and accuracy in data entry and record-keeping.
- Excellent communication skills, both verbal and written.
- Fluent in Greek and English (spoken and written)
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office suite, particularly Excel for data analysis and reporting.
- Strong organizational skills and ability to prioritize tasks effectively.
- Willingness to learn and adapt to changing regulations and business needs.

What we offer:

- Competitive remuneration package
- Private Health Insurance
- Ticket Restaurant