

OPPORTUNITY  
OPPORTUNITÉ  
OPORTUNIDADE



## HUMAN RESOURCES

### SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

### Payroll and staff Administrator – CDI

Under the Human Resources Manager responsibility, you will deal with Metropolitan France and French Guiana areas :

#### MISSION:

##### Staff administration

- Hiring declarations : URSSAF, foreigner, membership and follow-up of affiliations to the mandatory organizations ...
- Create the employee file in the HRIS and the payroll tool and update the administrative and contractual data
- Drafting and monitoring of employment contracts: end of trial period, renewal of trial period, amendments, end of fixed-term contract, etc.
- Follow-up of the medical check-up, down payments, declarations accidents at work, illness, maternity, follow-up IJSS, file foresight, certificate employer ...,
- Follow-up of individual and collective files: schedules, replacement, paid leave, ...
- Restaurant tickets management (Order, distribute)
- Management of expense reports in collaboration with the accounting department

##### Payroll

- Independently manage the monitoring of payroll which is outsourced (150 payslips out of 4 companies).
- Enter and transmit variable pay elements
- Be the point of contact of the pay provider



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At Voltalia we are passionate about **renewable energies**! We are an electricity producer from wind, solar, hydro and biomass, and also a service provider to 3<sup>rd</sup> party clients such as **Development, EPC, O&M and Distribution**.

Today we are in **17 countries, split among 4 continents**, and offering a **global operating capacity** to our clients. We are listed on the regulated Euronext market in Paris since July 2014.

If you share our ambition and our passion for renewable energies, Voltalia has a career for you!

Announcement Date: 05-06-2018

REFERENCE  
RECRUT/PSA/18

COMPANY  
Voltalia

BUSINESS LINE  
Strategy and Organization

DEPARTMENT  
Human Resources

JOB TITLE  
Payroll and Staff Administrator

LOCATION  
Paris, France

STARTING DATE  
August

- Validate and control pay slips and payments (salary, advance payments, contributions, payroll deductions ...)
- Perform payroll control (eg: gross items, social contributions, counters ...)
- Carry out the control of transfer orders and to make the link with the group DAF for the payment of the wages every month
- Preparation of the balance of any account: payroll, certificate of work, ASSEDIC, portability, receipt for balance of any account
- Check and validate the DSNs in relation with the payroll provider and establish the mandatory annual declarations
- Interaction with all employees on all these subjects
- Link to payroll accounting (CP provision, directors' fees, TR lettering ...)

#### Improvement and Process

- Monitor the new regulatory obligations related to payroll (ex: tax deduction at source)
- Ensure compliance with internal procedures (expense reports, leave, ...)
- Participate in the recipes of the Payroll tool changes (implementation of the leave system on the payroll software in connection with the payroll provider)
- Suggest improvements (methods, tools) to make the administrative management of staff more reliable

#### HR Transversal Project

- Reporting : establishment of the reporting of the workforce, HSE, CSR ...
- Participation in transversal HR projects: HRIS, setting up the holiday system on the payroll software in connection with the payroll provider
- Participation in the implementation of the training plan and the administrative part of the training

QUALIFICATIONS:

- 5-10 years of experience in payroll and staff administration
- Very good skills in Labour law and in conventional agreement (especially Mettallurgie agreement)
- Excel skills

Key skills:

- Confidentiality
- Organization
- Capacity to prioritize
- Customer and results oriented
- Strong team work ability
- English operational

Thank you for sending your application (CV + LM) by mail:

[voltaliarecruits.fr@voltalia.com](mailto:voltaliarecruits.fr@voltalia.com) quoting the reference

HR Group team