



JOB OFFER · WROCŁAW

HR and Payroll Specialist

Payroll has to be right to the penny and on the right day. If you enjoy that kind of precision, you'll handle HR and payroll for our clients from A to Z.



WHY JWW?

Growth and promotion

- Individual development plan
- Internal and external training
- Mentoring and learning platforms

We know each other by name

- Direct contact with the management board
- Clear, specific feedback
- Support from an experienced team

International projects

- Clients from Poland and abroad
- Chances to work in foreign languages
- Membership of Alliott Global Alliance

Stable employment

- Employment contract or B2B
- Clear rules and a defined career path
- Modern work tools
- Family business recognized in the Forbes ranking (2026)

What you'll do

- You maintain personnel files: contracts, amendments and other documents.
- You keep working-time records – attendance, time off and sick leave.
- You calculate salaries and benefits.
- You handle settlements with ZUS, the tax office, GUS, PPK and PFRON.
- You prepare HR and payroll reports and analyses.

What matters to us

- Experience in HR and payroll – full personnel records and salaries.
- Knowledge of Polish labor law, social insurance and PPK.
- Fluent use of Płatnik.
- Up-to-date knowledge of regulatory changes.
- A university degree in HR, labor law, economics or a related field.

Language: fluent Polish is required.

Nice to have: Gratyfikant nexo and good English.

What's in it for you?

Private healthcare

Specialist doctors without the long wait.

Group insurance

Extra protection for the unexpected.

Multisport card

Gyms, pools and sports classes all over Poland.

Flexible start

Start work between 7:00 and 9:00 and plan your day your way.

Referral bonus

Know someone who would fit our team? Recommend them and get a bonus.

Team events

City games, trips and parties – like our Mexican fiesta.

How does recruitment work?

01

You send your CV

Through the form on our Work with us page.

02

We talk

You tell us about yourself, we tell you about working at JWW and the team. Sometimes we also ask for a short practical task.

03

You hear back

Usually within one to three weeks. We reply to everyone, whatever the outcome.

04

You start

You settle in at the office, side by side with an experienced team.



Scan
to apply