



Job Description

極度乾燥(しなさい)
Superdry®Careers

Payroll Administrator - International

The Role

This is a multi-functional role within our HR team, which requires someone to be responsible for working across all aspects of Reward and Global data within Superdry. Day-to- Day responsibilities for this role is split into; supporting of our global payroll processes by running monthly payroll and Global reward activities. HR data is fundamental to everything that we do at Superdry and requires someone who has a passion for data, numbers and accuracy to work as part of the HR team.

You will

- Have confidence in working with large volumes of data on a monthly basis from multiple systems
- Have great time management skills to be able to prioritise all the aspects of the role across different and varying deadlines
- Collect, check and submit data within the payroll system in preparation for our 3rd party payroll providers
- Support weekly/ monthly international payrolls
- Support pay and Reward queries as and when they come up from either employees or managers to ensure that people understand their pay and benefits
- Be prepared to be the back-up for the Global Payroll Manager in their absence
- Working with the Global Payroll Manager and Reward Partner, audit large data sets from HR / Payroll and third-party providers ensuring data is accurate to enable decision making
- Provide support to the Reward team through general data administration on varied Reward programmes globally, ensuring a consistent approach
- Provide support to year-end Reward processes such as P11d calculations, salary review and annual bonus planning, operating in a timely and efficient manner with minimal errors
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You are

- A highly motivated and driven professional, with excellent communication skills and a track record of delivering high levels of customer satisfaction
- Proficient user of Microsoft Excel
- Conscientious with meticulous attention for detail and a 'right first time' attitude
- Able to work at pace and manage a high volume work, yet keep calm under pressure
- Curious and inquisitive to find out the 'how and why' to any unfamiliar situations
- Able to build strong relationships with a number of different partners to work in a collaborative environment
- Able to identify issues, look at solutions and offer suggestions independently
- Able to share your knowledge to support local teams in order to maximize efficiency and reduction of errors
- Manage and maintain clear and informative communications to all stakeholders



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- Highly assertive, interactive and has the ability to work under pressure
- Analytical and an excellent problem solver whilst working to tight deadlines
- Able to work at pace and manage a high volume of work, yet keep calm under pressure
- Able to understand the importance of data protection and confidentiality

Working for Superdry has never been so rewarding...

- Everyone receives a generous salary, pension contributions, life assurance
- 25 days holiday plus an extra day to celebrate your birthday
- Unrivalled range of Learning & Development programmes
- Eligibility to join our Share Save initiatives
- Amazing staff discount, 50% online and in store, plus an on-site staff shop and subsidised cafe
- A range of team and company-wide social events
- Discounted gym membership, cycle to work scheme, wellbeing services and much, much more