

Payroll Specialist (Fixed-Term contract)

Your tasks

- Calculate employees' salaries and other payments or deductions related with employment and ensuring payroll deadlines are followed.
- Collect and validate payroll data accurately and timely.
- Provide support for employees and managers with questions related to payroll and time management.
- Compile and submit various payroll-related reports to State Institutions and for local management.
- Support in documenting internal processes and policies.
- Perform other tasks assigned by direct manager.

Your profile

- Bachelor's degree in Economics, Finance, Accounting or HR management.
- 1-3 years of experience in payroll services and HR/Payroll administration.
- Knowledge of payroll cycle and legal requirements.
- Excellent attention to details and analytical ability.
- Advanced Excel skills (pivot table, v-lookup, etc.).
- Strong English communication skills both written and spoken.

Our offer

- Internal trainings with a mentor.
- Private health insurance.
- Accident insurance (valid even outside working hours).
- A modern and clean working environment.
- Additional paid vacation days during the Christmas and New Year.
- Free gym with all necessary equipment (located on the company's premises).
- Public transportation from Kaunas to Continental.
- Employee discounts on meals in the company's modern restaurant.
- Company-provided discounts.
- Work in a professional, dynamic, multicultural team.
- Opportunities for professional development in an international company and work with world-class technologies.
- This is a fixed - term position with a contract duration of two years.
- Salary from 2000 - 2700 EUR before withholding taxes.

Ready to drive with Continental? Take the first step and fill in the online application.

About us

State-of-the-art technologies and production of the highly developed automotive electronics in the heart of Lithuania. After starting our



Job ID
REF83208E

Field of work
Human Resources

Location
Sergeičikai I

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
**Continental Autonomous
Mobility Lithuania UAB**

production in Lithuania in 2019, we are manufacturing electronic components and sensors designed to increase car comfort, safety, and autonomous driving functions for the biggest car brand names. Product portfolio includes seat, light, intelligent glass control units, long range radars, automated driving control units and others. Currently, Continental location in Kaunas is one of the most modern manufacturing companies in Lithuania, operated to the highest level of comfort and sustainability. Our diversity, passion and agility make us the place of choice.