



Triumph is one of the world's largest intimate apparel companies. It enjoys a presence in over 80 countries with the core brands Triumph® and sloggi®. Globally, the company serves 20,000 wholesale customers and sells its products in more than 2,300 controlled points of sale as well as via several own online shops. The Triumph Group is a member of the amfori Business Social Compliance Initiative (amfori BSCI).

Learn more about Triumph on:

[www.triumph.com](http://www.triumph.com)

[www.facebook.com/Triumph/](https://www.facebook.com/Triumph/)

[www.instagram.com/Triumph/](https://www.instagram.com/Triumph/)

[www.linkedin.com/company/triumph-international/](https://www.linkedin.com/company/triumph-international/)

Our HR Department in Warasaw , Poland is looking for a

## **HR SSC Operations Assistant**

**(f/m/d) (working 50 %)**

The role is responsible for providing payroll and administration support within HRSSC department in line with local regulations. It assists the department in legal HR changes, based on legal requirements.

### **Your Responsibilities:**

- Supporting changes in employee data by updating relevant systems and maintain employee files in accordance with GDPR
- Being accountable for meeting all compliance requirements of local HR transactional services and processes
- Supporting employee benefits: enroll or remove employees, check eligibility, calculate deductions and premiums
- Supporting overseeing time attendance and leave administration according to local legal and system requirements
- Preparing required documentation such as personal files for new employees, the documents related to the duration of employment and archive employees' documentation
- Monitoring documents workflow and work procedures, pay slips distribution, postal correspondence
- Assisting in capturing all data required in order to calculate payroll for all employees

- Supporting payroll in line with local legal regulations as well as employees requests and queries
- Assisting in the implementation of global procedures and policies
- Supporting monthly reports, monthly master data update
- Ensuring the health and safety trainings and medical periodic examinations are up-to-date

#### Your ideal profile:

- You have a bachelor's/master's degree
- A previous experience in Human Resources Services (e.g., supporting payroll data and other Human Resources processes and procedures as well as customer-facing experience in an HR role) would be an advantage
- You are familiar with Polish Labor Law and are able to support ensuring its compliance
- You possess practical knowledge of HR processes and systems, particularly payroll and time management related
- You have a good competence in English language spoken and written
- You are able to handle confidential information

#### Our Benefits:

- You will have an opportunity to work for a market leader
- You will join an international, open-minded and multicultural working environment
- You will have the opportunity of development in the Fashion industry
- You will benefit from the flexible hybrid working policy of the company

You will never walk alone

*As a family owned business with more than 135 years of experience, Triumph embraces diversity throughout our global organization. Currently, our offices are present in over 40 countries across Europe and Asia having many international teams collaborate together every day. Guiding our corporate behaviors are **respect** and **value** for our employees, but also **Collaboration** as one of our key Corporate Competencies, being a core part of our every day working environment.*

Make a Difference, together

*The future belongs to our children. At Triumph, we want to be proud of our commitment to building a sustainable society and protecting the environment, and we work everyday to ensure our products are manufactured in an sustainable way. This is our vision: We want to be a company that is characterized by responsible leadership and consideration for future generations and that cares for the legacy that we leave behind to our children.*

Putting People at the center

*At Triumph we are committed to our employees, they represent the foundation for our success. This means that as a company, we are driven to offer great career opportunities in a dynamic fast-paced organization. Our HR function across the globe strives to support our employees in their development, through our Triumph Learning Academy .*

We continuously strive to recruit new talent, offering them one of the textile industry's most international working environments, excellent conditions and great development opportunities in a company still owned and managed by the founding families. Our headquarters employs people from more than 30 nationalities and as a European company, we are present in many key markets in Europe, like Germany, Italy, France and growing in Eastern Europe. We are proud to have become one of the leading players in Asia very early on, in countries like Japan, China and Singapore, as well as being an employer that people aspire to work for. As a company serving women, we fundamentally believe in gender equality and diversity. Women make up more than 50% of our company's workforce. In the last years, we have had a specific and successful drive to increase the number of women in management.

Triumph is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, colour, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability.

If you are seeking a great opportunity to develop your career, please send us your CV in English by clicking on Apply.