



De Gruyter Brill is a global leader in scholarly publishing in the humanities and beyond. Combining a rich heritage dating back to 1683 with a forward-looking mindset, our mission is to publish and curate indispensable research that breaks boundaries, builds new bonds, and shapes a better future. Join our diverse and passionate team of over 600 colleagues around the world – and help us shape the future of scholarly communications.

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# Payroll & HR Systems Specialist

## (f/m/d)

**Leiden | 32-36h/week | as soon as possible**

As our Payroll & HR Systems Specialist, you will be part of our global People + Culture team with colleagues in the Netherlands, Germany, Poland and the US. You'll take the lead in overseeing payroll processes across multiple countries, ensuring accuracy, compliance, and efficiency. You will also be the go-to expert for our HR system (AFAS), supporting colleagues and collaborating with our external HR system provider to optimize functionality. This role is based in Leiden.

### Your tasks

- Manage and execute all payroll for our offices in the Netherlands to ensure accurate payment of salaries in alignment with local laws and regulations
- Monitoring payroll processes for the Asia branches, ensuring compliance
- Handling of employee benefits, including PKB (Personal Choice Budget), pensions schemes, bonus programs, unpaid and paid (parental) leave ensuring they are all accurately reflected in payroll and meet all legal requirements

### Your profile

- A completed commercial training or degree in a relevant field
- Recent knowledge and experience in Dutch payroll accounting as well as in tax and social security law
- Very good knowledge of Dutch Labor law and the relevant legislation
- Excellent communications skills in Dutch and English
- Technical affinity and service orientation

- Be the point of contact for questions and support for payroll and our HR system for employees and the external support company and work on payroll process optimization
- Work on multiple HR projects with the Compensation & Benefits team

## We offer you

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Family-friendly working time models, flexitime, and flexible home office arrangements to support a healthy work-life balance, alongside a substantial vacation allowance and additional special leave days
- Extensive benefits and allowances for a healthy, balanced life
- Development budget and opportunities for training and personal development
- Passionate colleagues in diverse, international teams; joint team events and company parties

At De Gruyter Brill, we are dedicated to diversity, equal opportunity, and building an inclusive culture where everyone belongs. We believe in individual potential, so please apply even if you don't meet every requirement—passion and a willingness to learn matter as much as qualifications. We look forward to hearing from you!

**Jessie Strang**  
People + Culture

Apply Now!

