



**POSITION TITLE:** Payroll and Human Resources Specialist **REPORTS TO:** Human Resources Manager  
**BUSINESS AREA /COMPANY/ DEPARTMENT:** Amer Sports Corporation / Human Resources **LOCATION:** Helsinki, Finland

**POSITION DESCRIPTION:** As a result of organizational changes and as the current payroll responsible is retiring at the end of the year, Amer Sports is looking for an experienced Payroll and HR Specialist to join Amer Sports Human Resources. The position is part of the Corporate HR team with half of the time spent on coordinating payroll for Amer Sports Oyj and Amer Sports Suomi Oy, quarter of time is dedicated to HR employee relations and administration for the employees in Amer Sports House and the remainder of the time is spent on total rewarding topics, on a needs basis.

Sole responsibility of Payroll management, including:

- Monthly payroll processing for monthly salaried and hourly salaried employees for outsourced payroll provider
- Annually payroll processing of compensation changes and payments
- Preparation of employer tax reports
- Management of holidays and absence management and recording
- Key contact person for all internal payroll queries and for outsourced payroll partner

Employee relations support and HR administration:

- Management of employee relations questions from Amer Sports Oyj and Amer Sports Suomi Oy
- Starter and leaver administration
- Key HR partner and one point of contact in all employee lifecycle topics

Total Reward:

- Assist in the administration of global total rewards, including salary review, annual incentives and long-term incentives

**QUALIFICATIONS AND SKILLS:**

- Good understanding of basic HR processes and Finnish employee relations
- Specialist knowledge in payroll processing in Finland
- Good understanding of collective agreements and an ability to interpret them on a daily basis, including continuous update and follow on employment law and collective agreement changes
- Strong customer service mindset
- Strong attention to details, accuracy and working with highly confidential topics
- Logical thinking
- Good team working skills and ability to work independently
- Fluent in English and Finnish, both oral and written
- Excellent communication skills verbally as well as in writing
- An ability to develop existing processes; able to see the bigger picture whilst maintaining focus on details
- Computer mastery with specific emphasis on MSWord, Excel, Power Point, SAP HR and net-based tools

**DESIRED WORKING EXPERIENCE:**

- The position requires minimum of 3 years experience in a payroll function, with exposure to collective agreement interpretation
- The position also requires good practical knowledge of managing employee relations in Finland

**MINIMUM EDUCATIONAL REQUIREMENTS:**

- Degree (BA or similar) in finance, economics or Human Resources, preferably with focus on reward and/or payroll

**FURTHER INFORMATION**

For further information, please contact Liisa Vasben on [liisa.vasben@amersports.com](mailto:liisa.vasben@amersports.com) or on mobile: +358 40 505 8080.

**Please send your application with salary expectations and curriculum vitae in confidence by 8<sup>th</sup> March, 2010 to [careers@amersports.com](mailto:careers@amersports.com) .**