



## HR & PAYROLL ADMINISTRATOR – PARENTAL LEAVE

Xfly is a leading Long-Term Strategic Capacity Provider to commercial airlines in Europe. Xfly is operating a fleet consisting of CRJ700-900s, ATR72-600s aircraft for long-term ACMI operations.



### REQUIREMENTS

- Highly trustworthy, ability to work with confidential information
- Strong analytical thinking and detail-oriented
- Very good level of English and Estonian, both spoken and written in combination with strong communication skills
- To be able to multi-task and prioritize
- Advanced MS Office user

### EXPERIENCE

- Previous experience in Human Resources will be beneficial
- Secondary education or higher

### MAIN TASKS

- Assisting with payroll process
- Preparing the necessary payroll reports under the agreements with crewing agencies
- Overseeing all administrative activities related to payroll
- Performing payroll reporting and analysis
- To see and highlight process development opportunities and bottlenecks and provide alternative solutions
- Additional tasks related to HR issues

### WE OFFER

- An excellent opportunity to become a part of the professionals in your field
- Exciting and responsible job in a multicultural company
- Attractive rates for worldwide private travel with our partner airlines
- Flexible work arrangements
- Opportunity to leave your footprint in the development of the company.

Please send your CV to [cv@xfly.ee](mailto:cv@xfly.ee) with the subject "HR & PAYROLL ADMINISTRATOR" by 13.12.2020.