



Founded in 2020, **AmeriPol** began as a shared service center supporting transportation companies based in **St. Louis, United States**. From day one, our mission has been to make operations more efficient, resilient, and cost-effective by leveraging the skills of Poland's talented professionals.

Since then, we've grown rapidly — expanding our team fourfold, opening our operational headquarters in **Rzeszów**, and launching a new office in **Bosnia and Herzegovina**.

Today, **AmeriPol** provides a wide range of services in **trucking and logistics, freight brokerage, factoring, technology, insurance management, and e-commerce**. Our process-driven approach helps businesses work smarter, reduce costs, and achieve long-term results.

## Personnel and Payroll Specialist

Location: Rzeszów

We are now looking for a **Personnel and Payroll Specialist** to join our growing team in Rzeszów and support our HR operations with professionalism, accuracy, and commitment.

### Your responsibilities:

- Manage employee and contractor personnel files
- Collect and process necessary employment-related declarations
- Verify the legality of employment for foreign workers
- Maintain working time records in the **HRnest** system
- Handle **Employee Capital Plans (PPK)**
- Manage the **Company Social Benefits Fund (ZFŚS)**
- Oversee the **MyBenefit** cafeteria program
- Cooperate with the payroll provider to ensure accurate payroll processing
- Collaborate with the occupational medicine clinic for timely employee medical check-ups
- Work with the Health & Safety (BHP) inspector to organize training sessions
- Prepare personnel reports, summaries, and analyses
- Archive HR documents in accordance with applicable regulations and standards

### Requirements:

- Fluency in English (**B2 level or higher required**)
- Knowledge of labor law and HR regulations
- Minimum of **1 year of experience** in a similar role
- Strong **MS Office** and general computer skills

- Excellent organizational skills, task ownership, and a willingness to grow
- Availability for shift work: **10:00–19:00** or **14:00–23:00** (with 1-hour lunch break)

#### What We Offer:

- Opportunities to **develop your skills** and gain experience in the international environment of a fast-growing **US company**
- A **collaborative and inclusive workplace culture** that values your contributions and encourages innovation
- Work in a **modern office** located in a well-connected area of **Rzeszów**
- **Salary:** negotiable, based on experience
- **Benefits:** Multisport, MyBenefit cafeteria program, life insurance, Employee Referral Bonus Program

Apply

