

# HR SPECIALIST

## WITH EXPERIENCE IN PAYROLL AND HR ADMINISTRATION

GANNI is growing rapidly and therefore we are looking to expand our HR department. We are looking for a highly structured, organized, service minded and energetic HR Specialist to lead several of our administrative tasks and contribute to the development of a global HR Team.

The role of HR Specialist at GANNi is a diverse job in a growing global fashion company with an international work environment with devoted and skilled colleagues. Our days are fast-paced and a mix of routine and development tasks.

This particular specialist will be responsible for:

- Payroll for all employees
- Stakeholder relations with all external payroll agencies in our international markets
- Responsible for salary balancing and reporting
- Handling of all vacation accounts
- Setting up and maintaining employee data systems
- Handling of all administration in relation to maternity leaves, leaves of absence, pensions, sickness, etc.
- Being the go-to person for employees and managers with employee legislation questions
- Balancing employee expenses and travel reimbursements
- Ad hoc tasks related to HR administration

The ideal candidate has a relevant educational background combined with payroll experience and is eager to grow into a new role with the HR team. We also dream of our new colleague to:

- Be highly structured and organised with a keen eye for detail
- Have experience with Danløn and E-indkomst
- Have knowledge of Navision and Zexpense and Tamigo
- You have a good understanding of Danish legislation related to employment law
- You have a proactive mindset and a highly service minded approach when dealing with and corresponding with all stakeholders
- You are fluent in in written and spoken English and Danish
- You have a natural flair for it-systems and experience working with Excel

The position is part of the global HR team based at GANNI Headquarters in the old center of Copenhagen and reports to the Head of HR. Please send your application and CV to [job.hr@ganni.com](mailto:job.hr@ganni.com)

As we interview candidates continuously, we ask you to kindly send your application as soon as possible and no later than July 4th.

For further information, please contact: Head of HR., Louise Skaarup [louise.skaarup@ganni.com](mailto:louise.skaarup@ganni.com)

#### ABOUT GANNI:

Founded in 2000 Danish fashion label GANNI has developed exponentially over recent years with its Scandi 2.0 sense of style full of personality, contrasts and experimentation. Based in Copenhagen GANNI is represented in more than 400 of the world's finest retailers as well as through 21 concept stores across Denmark, Norway and Sweden. In 2017, GANNI partnered with the LVMH affiliated private equity fund L-Catterton.

[ganni.com](http://ganni.com)

# GANNI