



Payroll Officer

Hays • Newcastle Area NSW



Base pay

\$28 - \$33 / hr



Work type

Temporary



Contract type

Not provided

Job details



Date posted

05 Apr 2022



Expiring date

05 Apr 2023



Category

Accounting



Occupation

Payroll Officer



Base pay

\$28 - \$33 /hr



Work type

Temporary



Job mode

Standard/Business Hours

Full job description

The Role:

- Covering maternity leave Payroll Officer
- Temp for 6 months – if a strong candidate there may be an opportunity to extend into an Accounts all rounder position
 - End to end payroll
 - 150 - 250 Various awards and EBA
 - Weekly payroll
 - Beresfield location

Working hours/ location:

- 7am - 3pm, flexible on start/finish times
- Full time 5 days per week
- 8-hour days
- Office based - Beresfield location
- Onsite parking

Responsibilities:

- On boarding
- Processing terminations
- Checking data/ time sheets
- Resolving pay queries
- Coding Data Entry
- Strong customer service
- Strong written and verbal communication
- Action tasks as required
- Prioritise workload
- Pays processed Weekly

- Working in a Finance Team of 8-10 people

Systems:

- Micro-pay - time in attendance - time sheets
- Sage
- MYOB - data entry
- Excel

Essential Criteria:

- Payroll experience
- 2 References

Email an up-to-date CV to roxann.bentley@hays.com.au or call 0411775822.

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