



Payroll Administrator

Hays • Newcastle Area NSW



Base pay

\$30 - \$35 / hr



Work type

Temporary



Contract type

Not provided

Job details



Date posted

11 Feb 2022



Expiring date

11 Feb 2023



Category

Accounting



Occupation

Payroll Officer



Base pay

\$30 - \$35 /hr



Work type

Temporary



Job mode

Standard/Business Hours

Full job description

The Role:

- Full time
- Monday - Friday
- In office training and then working from home
- Start - ASAP
- Length of assignment - ongoing
- Minimum 4 months
- Future opportunities for someone with strong payroll skills
- Based in Cardiff

Responsibilities:

- On-boarding
- Processing terminations
- Checking data/ time-sheets
- Resolving pay queries
- Coding Data Entry
- Chris 21 and Kronos
- Strong customer service
- Strong written and verbal communication
- Actioning tasks as required
- Prioritise workload
- Pays processed fortnightly - you will be supporting the Payroll Officers processing the payments
- Must be self-motivated as you will be working from home!

Essential Criteria:

- Payroll experience

- Mandatory Covid Vax
- Police Check
- 2 References
- Have a current valid working visa with at least 6 months

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

LHS 297508 #2611153