

Payroll Officer

Hays Accounting Support • Melbourne CBD VIC



Base pay

\$70,000 - \$80,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

23 May 2022



Expired On

14 Jul 2022



Category

Accounting



Occupation

Payroll Officer



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Contract type

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Full job description

Your new company

A well-known commercial leaning organisation located in North Melbourne is seeking a permanent Payroll Officer who will join their team to assist with end to end payroll.

Your new role

You will join the payroll team and work alongside the Manager and senior officer to support with end to end payroll for over 1200 frothingly pays. The systems you will be using are Preceda and KRONOS for time and attendance.

What you'll need to succeed

- Demonstrated experience with Preceda payroll system
- Great attention to detail
- End to end payroll experience
- Excellent communication skills
- Awards and EBA'S interpretation

What you'll get in return

- Flexibility to work from home 2 days per week
- Permanent opportunity
- Attractive salary
- Working with and experienced Payroll team
- Easy going and friendly leader and culture

What you need to do now

If you're interested in this role, forward an up-to-date copy of your CV to Alejandra.munozgalindo@hays.com.au

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