

Temporary Payroll Officer

Hays • Brisbane CBD QLD



Base pay
\$32 - \$34 / hr



Work type
Full time



Contract type
Temporary

Skills

PAYROLL

STRONG COMMUNICATION SKILLS

AUTOMATED PAYROLL

Full job description

Your new company

An exciting opportunity has become available to join this Australian company who are a leader in their industry. They are seeking an experienced Payroll Officer to join their team on a temporary basis for 2-months approximately. The role will be in their Brisbane inner-city location which is easily accessible by public transport and is just a short walk to a variety of cafes and restaurants.

Your new role

Reporting to the Payroll Team Leader, you will be responsible for the following:

- Setting up new employees on the payroll system
- Payroll processing
- Interpretation of various awards
- Assisting with payroll reporting
- Handling payroll queries

What you'll need to succeed

In order to be successful, you will meet the following requirements:

- Previous payroll experience
- Experience with award interpretation
- Previous experience working on a payroll system
- Exceptional organisational skills and the ability to multi-task and prioritise
- Strong communication skills

Job details



Date posted
09 May 2022



Expired On
01 Aug 2022



Category
Accounting



Occupation
Payroll Officer



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\$32 - \$34 /hr



Contract type
Temporary



Work type
Full time



Job mode
Standard business hours



Work Authorisation
**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

What you'll get in return

- Modern office facilities
- Supportive team and management
- Great inner city-based location

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your resume. The Consultant is Chris Viner or Karla Campbell on 07 3243 3011 or chris.viner@hays.com.au

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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