



Payroll Officer

Hays • Brisbane CBD QLD



Base pay

\$77,000 - \$77,000



Work type

Permanent



Contract type

Not provided

Job details



Date posted

11 Apr 2022



Expiring date

11 Apr 2023



Category

Accounting



Occupation

Payroll Officer



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\$77,000 - \$77,000



Work type

Permanent



Job mode

Standard/Business Hours

Full job description

Your new company

This leading Not for Profit organisation that operates across Australia are seeking an experienced Payroll Officer to join their team on a full-time permanent basis. The role will be based in their Brisbane City Fringe offices which are located close to various cafes and public transport options. Various working from home options is also available with this role.

Your new role

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

- Employee file maintenance
- Fortnightly payroll processing
- Processing holiday / sick pay
- Award interpretation
- Handling payroll queries via phone and email

What you'll need to succeed

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

- Previous payroll experience within a medium to larger environment
- Previous experience with award interpretation
- Ability to work in a high-volume environment
- Excellent communication skills
- Highly organised with strong attention to detail

What you'll get in return

- Supportive team environment
- Working from home options
- Genuine career opportunities

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 on 07 3243 3015 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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