

## Payroll Officer

2XM Recruit • Newcastle Area NSW



Base pay

\$65,000 - \$70,000



Work type

Full time



Contract type

Contract

### Job details



Date posted

**16 May 2022**



Expired On

**15 Jul 2022**



Category

**Accounting**



Occupation

**Payroll Officer**



Base pay

**\$65,000 - \$70,000**



Contract type

**Contract**



Work type

**Full time**



Job mode

**Standard business hours**



Industry

**FINANCIAL SERVICES**

**HUMAN RESOURCE**



Sector

**PRIVATE BUSINESS**



Work Authorisation

**AUSTRALIAN CITIZEN /**

**PERMANENT RESIDENT**



Company size

**11 to 50**

### Perks

PLUS SUPER

### Skills

PAYROLL

ADP PAYROLL SYSTEM

WORKERS COMPENSATION

### Full job description

Exciting opportunity for a Payroll Officer to join a global rail company and be part of their friendly and supportive Accounts team!

Initially a 12-month fixed term based in their facility in Cardiff, NSW (Near Newcastle) my client is an internationally renowned and main player in the Rail and Heavy Maintenance industry.

You would be an integral member in ensuring that their employees across 23 locations nationwide are pay rolled accurately and in a timely manner.

The successful applicant must possess excellent organisational skills as well as exceptional recordkeeping and be familiar with and able to apply State Legislation (WA, QLD & NSW), Fair Work Australian Legislation (Annual Leave, Sick Leave, Terminations, Super Funds), Awards, and Enterprise Bargaining Agreement as needed.

You will also need to be experienced in Industrial and Employee Relation, EBA interpretation, and have solid Workers Compensation knowledge.

This role would suit you if you had previous experience working as a Payroll Officer in the following industries: Rail, heavy maintenance, industrial and/or construction.

As well as the above requirements, applicants must have:

- 3-5 years' previous experience in a payroll environment
- Certificate IV, a Degree or a Diploma in Accounting
- Training or experience in accounting, administration, or human resource
- Experience liaising with employees and management on ALL payroll inquiries
- Experience dealing with Blue-Collar & White-Collar Payroll
- Experience in ADP Payroll System (or equivalent)

This is an ASAP start for the right candidate, comes with a very competitive salary and all the extra company benefits that come with a permanent role – PLUS there is a view for this to go perm at the end of the contract if everything goes well!

**If you are interested in this position and would like to know more, please contact Louise Palmer via the apply button or call 0466230365 today to know more!**