



POSITION VACANT

PAYROLL OFFICER – PART TIME

As the **Payroll Officer** you will be running end-to-end payroll for over 140 staff. Working with key stakeholders across the business, you will action employee changes, new hires, and terminations, ensuring that employee records are always up to date and accurate.

Duties

- Prepare and process weekly payroll using Ento time and attendance and Myob
- Maintaining employee data
- Standard and ad hoc payroll reporting.
- Communication with staff and management regarding payroll related queries.
- Interpretation of awards and contracts in line with legislation.
- Provide advice through your knowledge of employment, taxation and superannuation legislation.
- Month End processing and reconciliations

Skills and Experience

- Proven experience working in payroll
- Extensive knowledge of Myob & MS Excel
- Current understanding of Federal Awards, specifically the HIGA
- Effective communication skills
- High level of accuracy and attention to detail
- Exceptional time management skills
- An attitude of professionalism at all times
- Consistent approach to self-development
- Passion towards our groups vision & values

The position is part-time, working initially 3 days per week to cover training for approximately 8 weeks and then permanent two days moving forward.

If you are a driven team player, looking to succeed in a culture of empowerment and accountability please visit our website www.majestichotels.com.au and download the position description.

Applications to: *(must include cover letter and resume)*

Melanie Wilton

Human Resource Coordinator - Majestic Hotels - SOUTH AUSTRALIA

E: employment@majestichotels.com.au

Applications Close: 02 May 2021

Majestic Hotels employees may apply for this position and will be considered in line with other external applicants. Decisions will be made based on relevant experience, skills and merit. Prior to submitting your application, we encourage you to advise your manager.