



PAYROLL OFFICER

6 MONTH MATERNITY LEAVE CONTRACT

PERMANENT PART TIME - MT BARKER DEPOT

Keolis Downer's bus operations realise that people build a special bond with their bus services and are committed to ensuring our fleet of coaches, buses and mini-buses offer comfort, reliability and safety to make your journey pleasant, no matter how far you travel.

We have an opportunity for a Permanent Part Time Payroll Officer for a 6-month Maternity Leave contract at our Mt Barker Depot. Hours will be 8.30am to 5.00pm Monday to Thursday.

THE ROLE

- Processing fortnight payroll, for SouthLink Hills and our regional company LinkSA.
- Preparation of all required reports and reconciliations associated with the payroll process.
- Maintenance of all staff personnel files for SouthLink and LinkSA in an orderly manner.
- Ensuring that the confidentiality and integrity of the payroll databases are stringently maintained.
- Liaise with appropriate staff to ensure all payroll related enquiries are dealt with in an accurate and efficient manner.
- General administrative tasks.

ABOUT YOU

- Ability to work under pressure and meet deadlines.
- Strong knowledge of Meridian Payroll Software or similar program is essential.
- Attention to detail.
- Ability to work in a team environment.
- Excellent communication skills and phone manner.
- Proficient computer skills
- Previous experience in a similar role

WHAT WE OFFER

- Exciting development opportunities within a quality accredited organisation
- A company that encourages people to make a difference

**Please forward you resume to Seek Job Ad searching for Payroll in Mount Barker or SA.
Closing date: 28th of September 2020.**