

# JOIN OUR TEAM!

## **Payroll & Administration Clerk**

The Payroll & Administration Clerk is responsible for the processing of multiple payrolls for the Company's monthly and bi-monthly paid employees, as well as additional administrative duties.

*The selected candidate must possess the following:*

- \* At least one year's demonstrated experience in the payroll function.
- \* A working knowledge of National Insurance Regulations and Tax laws of Trinidad and Tobago.
- \* Experience in data collection, data entry and reporting with great attention to detail and confidentiality.
- \* Working knowledge of payroll software.
- \* Proficient in use of software applications such as MS Office Suite.
- \* Familiarity with general accounting principles.
- \* Ability to keep an emphasis on deadlines.
- \* Numerical and analytical skills.

Please send resumes to:

***Recruitmentjobs200@gmail.com***