

JOIN OUR TEAM

and help keep things running smoothly

PAYROLL CLERK

**Are you organized, detail-oriented,
and ready to make an impact?**

What You will Do:

- ✓ **Process payroll accurately and on time**
- ✓ **Maintain accurate employee/payroll records in compliance with all legislation**
- ✓ **Assist with administrative tasks**
- ✓ **Handle reports, filing, and correspondence**
- ✓ **Working knowledge of National Insurance and other Statutory deductions**

What We are Looking For:

- ✓ **2+ years' experience in payroll or administration**
- ✓ **Working knowledge of Payroll Software**
- ✓ **Strong Excel and payroll software skills**
- ✓ **Great attention to detail**
- ✓ **Excellent communication and organizational skills**

APPLY NOW!

Send your resume to:

recruitmentjobs200@gmail.com