

VACANCY

Payroll & Administration Clerk

Responsibilities:

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 used 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 resume to
recruitmentjobs200@gmail.com**