

Administrator

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Company: Osborne Appointments

Location: London

Category: other-general

Are you a competent **Administrator** with excellent organisation skills and experience running **Payroll**?

Would you like to work within a friendly & growing environment?

If yes, then please read on as OA are currently recruiting for a **Temporary Payroll Administrator** to join a fantastic business in Barnet.

Monday to Friday 8am to 4.30pm

Weekly pay - £14.36 - £16.31 per hour

Fantastic working environment.

Temporary, with the opportunity to go permanent

Experience running the full payroll process

This role will be reporting into the Payroll Manager to support with processing their month payrolls.

Payroll Administrator - Key Responsibilities:

Managing the full payroll process

Ability to work in a fast-paced environment

Assisting with general administrative duties

Payroll Administrator - Skills & Experience:

Previous experience with payroll is essential

Experience with IRIS (STAR) Payroll Professional is desirable

Attention to detail

Strong communication skills; written and verbal

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