

Payroll Administrator

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Company: Pertemps Stoke

Location: Basford, Stoke-on-Trent, Staffordshire

Category: other-general

Payroll Administrator

Pertemps Stoke are looking to recruit a payroll administrator on a temporary basis to work in the Newcastle-Under-Lyme area.

Key responsibilities of this Payroll Administrator role:

Managing the processing of timely weekly and monthly payrolls for a large portfolio of clients

Offering guidance and advise to clients on payroll

Demonstrating comprehensive end to end knowledge of all payroll services

Supporting the team in handling workflow demands effectively

Skills required for this Payroll Administrator role:

A proven track record within a similar role is required

Proficiency in using SAGE is essential

A commitment to delivering excellent customer service to clients and internal departments

Payroll experience in UK practice or at a payroll bureau

What this Payroll Administrator role has to offer:

Hourly rate - £14.36PH

Location: Newcastle-under-Lyme, ST5

Monday to Friday 8:30-17:00

Temporary position

Free onsite parking

If you are interested in this Payroll Administrator role please call Steph on (phone number removed)

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Cross References and Citations:

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