

Payroll administrator

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Company: Driver Hire

Location: Hitchin

Category: other-general

Payroll Administrator Location – Driver Hire, Hitchin Monday – Wednesday Salary – £. per hour The opportunity has arisen due to long-term sickness of the current post holder. Monday to Friday – hours per week between and will include; Weekly payroll of up to employees Sage Payroll and inhouse timesheet processing Microsoft Office including updating and checking spreadsheets Liaising with drivers and clients Administration duties such as filing and answering the phone Updating of job boards and social media sites Key skills Word, Excel, Outlook and Sage Payroll Organisational skills. Excellent communication skills Excellent customer service Team orientated. Ideally payroll experience is desirable. For more information or to apply please contact Driver Hire on or alternatively send your CV to

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