

## Payroll Administrator

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Company: Pertemps TM

Location: Newcastle-under-Lyme

Category: office-and-administrative-support

## 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 01782 968220

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