

Payroll Administrator

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Company: Pertemps TM

Location: Warrington

Category: office-and-administrative-support

Job Title: Payroll Administrator

Location: Birchwood, Warrington (WA3)

Salary: Based on £25,000 - £27,000 per annum

Shifts : Mon- Fri 09:00 - 17:00

Contract Type: Min 3 Month Contract (with potential of going permanent)

The Company

We are currently recruiting for an experienced Payroll Administrator for our client based in the Birchwood area of Warrington. This role will be 100% office based.

You will be part of an existing, highly experienced department where you will be responsible for supporting all payroll functions.

As the Payroll Administrator, your duties will be:

Ensure the accurate manual input of department hours and holidays.

Process information from the Time & Attendance systems to ensure the clocking times are managed daily.

Manage holiday requests and calendar to ensure the cover is in place.

Check payslips for accuracy of hours and rates accordingly.

As the Payroll Administrator, you will hold the following skills and experiences:

Must have previous experience within a payroll position/function.

Good Microsoft Excel skills.

Excellent attention to detail.

Excellent organisational and time management skills.

Ability to communicate with people at all levels.

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