

Payroll & Benefits Officer

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Company: Portfolio Payroll Limited

Location: City of London

Category: other-general

A thriving business with a fantastic reputation is currently recruiting for a newly created role of a Payroll & Benefits Specialist on a permanent basis.

This role will support the manager and work as part of the HR team.

As the Payroll & Benefits Specialist, you will be responsible for:

Supporting with the processing of monthly payroll of c500 employees - this is an in-house payroll & will require candidates to process this fully from start to finish.

All benefit administration - this will include regular renewals, negotiating for new benefits, resolving queries, and communication of benefits information to the business.

Administering all starter and leaver information with regards to payroll & benefits.

Working closely with the manager to develop benefits functions and improve employee experience.

This is a brilliant chance to join a role that can offer progression, career growth and variety each and every day!

A generous benefits package AND hybrid working are available for this position.

47166GC

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