

BALWIN PROPERTIES

CAREER OPPORTUNITY



Payroll Administrator

QUALIFICATIONS & EXPERIENCE REQUIRED

- Matric (Diploma beneficial)
- 3-5 Years Working Experience
- Experience in payroll administration & Sage 300

Position Type:	Permanent
Job Role:	Payroll Administrator
Location:	105 Corlett Drive, Melrose, Sandton
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible

KEY REQUIREMENTS

- Payroll processing in Sage 300
- Payroll queries
- Benefits queries and processing
- Overtime

DUTIES AND RESPONSIBILITIES

- Maintain and update employee files (digitally and hard copies) as well as creating new staff files.
- Checking and verifying new employee documents, and ensuring that new employee files have all relevant documents for payroll processing.
- Effectively gather and prepare remuneration information for processing.
- Preparation of new staff onboarding documents and ensuring that new employees have terminated their previous medical aid.
- Order and prepare uniforms for new employees.
- Preparation of leave spreadsheets for support staff (sick notes and leave forms) and assist with leave recons.
- Comparing leave forms to clock in as well as following up on no clock in's and the reasons.
- Verify invoices from recruitment agencies and get sign-off from Senior Payroll Officer.
- Collate medical aid forms for amendments and / or addition of dependants.
- Assist with 10X schedule for payroll input.
- Assist with maintaining Metrofile boxes.
- Deal with any payroll and benefits queries.
- Ensure that all employee policies are adhered to and that all legislative requirements are met.
- Understand the requirements of payroll.
- Processing of payroll amounts on a monthly basis.
- Ensure that staff leave is monitored and that staff are informed when they go into minus days.
- Assist with the preparation of payslips and any requirements around payroll.
- Onboarding and exiting employees from system.
- Providing assistance and support on admin duties and tasks for the payroll team.

SKILLS AND TRAITS

- Deadline driven
- Good communication skills
- Ability to work well under pressure
- Ability to work on multiple tasks
- Excellent time management
- Reliable
- Good attention to detail
- Excellent and planning and organising

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to careers@balwin.co.za

