

## ADMINISTRATOR: HR & PAYROLL

### PURPOSE OF THE JOB

The HR and Payroll Administrator you will be responsible for all payroll processes, management of employee data, ensuring the accuracy of timesheets, computing wages, and ensuring employees are paid correctly and on time.

### KEY RESPONSIBILITIES

- Gather employee documents for HR filling
- Prepare interview guidelines
- Coordinate interviews (keeping record, adding scores and compile a report for the Senior HR Manager)
- Prepare employee contracts according to the HR reporting labour costs
- File operational framework of HR policies
- Prepare dummy payslips for the recruitment agencies
- Serve as a member of Corporate Services Committee (Operational Plan)
- Employee benefits committee member i.e., medical aid & Pension fund
- Providing information and answering employee questions about payroll related matters
- Prepare and manage payroll processes of employees.
- Gather all payroll related data.
- Review and calculate timesheets data and hours worked.
- Calculate salaries sheets.
- Submit payroll reports and sheets on time to the finance or other related department.
- Managing electronic timekeeping systems or manually collecting and reviewing timesheets
- Calculating payable hours, commissions, bonuses, tax withholdings, and deductions
- Preparing and issuing earnings statements
- Issuing pay checks and managing direct deposits
- Maintaining employee records
- Coordinating with the HR department to ensure correct employee data.
- Distribution of payslips electronically
- Providing administrative assistance to the finance department i.e. PAYE, SDL, UIF & EMP201
- Managing & issuing employee's IRP5's
- Preparation of UI-19 & UI-2.7 forms
- Consolidating REMCO report
- Preparing User request for stationary (All departments)

## QUALIFICATIONS

- High school diploma/GED required.
- Degree in business administration, finance, or accounting preferred.

## COMPETENCIES/KNOWLEDGE

- Proficiency in Microsoft Office and payroll software programs
- Working knowledge of relevant legal regulations
- Knowledge of Payroll systems and SARS Deadlines
- Knowledge of Individual Tax i.e., IRP 5 etc.

## REQUIRED SKILLS

Good time management	Excellent report writing and presentation
Excellent analytical and problem-solving	Team player and attention to detail
Ethical and ability to multi task	Communication Skills (written and verbal)
Ability to analyse and evaluate data	Good communication and planning

## ATTRIBUTES

- Ability to work in harmony with co-workers
- Honesty
- Flexibility
- Strong work ethic
- Determination

## WORK EXPERIENCE

A minimum of 2 years' experience working in a payroll office environment is required.

## APPLICATION PROCESS:

Qualifying candidates can send their comprehensive CVs - Covering Letter, Certified Copies of SA ID and Qualifications and Three Contactable References to [recruitment@tasez.co.za](mailto:recruitment@tasez.co.za).

## CLOSING DATE:

The closing date for applications **08 August 2022**.