

Human Resources / Payroll Coordinator

General Description

The Human Resource / Payroll Coordinator is part of a multi-skilled Administration team providing Human Resource advice, payroll and salary packaging services to employees and managers and administrative services to employees and managers.

The position is responsible for the implementation of a range of Human Resource Services, including recruitment and selection, training and development, administration of employment contracts and preparation of payroll in a timely and accurate manner.

Essential Duties and Responsibilities

- Create and maintain Position Descriptions
- Organise employee contracts, apprenticeship contracts and trade school communications
- Maintain up to date log of employee licences, training and other verification records
- Employee induction and payroll set up
- Create and maintain employee payroll records in current business platforms
- Liaise with Directors regarding EBA's and payroll rate changes
- Collate employee timesheets and resolve any coding or time issues with project manager/site foreman
- Prepare weekly payroll / salary payments
- Complete Month/Quarter/Year End Payroll requirements being:
 - Superannuation Reconciliations & Payment
 - PAYG Statement & IAS Payment
 - Payroll Tax Reconciliations & Payment
 - Incolink Reconciliations & Payment
 - Co-Invest Quarterly Reconciliations & Payment
- Record and maintain records of employee RDO, Annual & Personal Leave entitlements
- Participate in continuous improvement activities as required
- Continuously improve own capabilities through demonstrated commitment to personal development
- Review, maintain and develop information systems relevant to the business

Skills Required

- Tertiary Qualification in Human Resources/Payroll and/or relevant experience
- Ability to communicate clearly and effectively with employees
- Ability to identify discrepancies in information and source appropriate outcomes
- Ability to work individually and as a member of a team
- Ability to efficiently enter and extract information to and from business platforms

Personal Qualities

- Capacity to effectively relate and communicate with people at all levels of the business
- Flexibility to handle a range of tasks with changing priorities
- A strong sense of ethics and personal integrity
- Responsive to challenges and able to "think on one's feet"
- Commitment to and capacity for personal development