



Example of HR Payroll Administrator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of HR payroll administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for HR payroll administrator

- Co-ordinating processes for reviewing and updating Administration Guides and Checklists, ensuring version control and archiving procedures are adhered to
- Administration of payroll and benefits administration activities in Ireland, to include coordinating related activities with Finance, Legal, , as needed, and providing Tier 3 customer support for such HR services
- Administrative duties such as answering phones and scheduling meetings, maintaining personnel files
- Booking training
- Ad hoc admin assistance to the wider HR team
- Reconciles payroll
- Directs employee benefits orientations and enrollment for local, national and remote employees
- Maintains open door policy for all employees
- Responsibility for the accurate and timely input of hours for weekly Agricultural employees
- Delivering a structured induction process to all new starters (15-20 hours per week)

Qualifications for HR payroll administrator

- Excellent computer skills, including Outlook, Word, Excel, PeopleSoft in a

- Innovative – continually looking to analyze and improve work processes the ability to create opportunities for cost savings and revenue generation, and secure customer alignment* Solutions – ability to deal with payroll issues, identify solutions and implement often under pressure
- Provide pay data files on weekly basis to ADP (commissions, special payments)
- Minimum of three year's experience in payroll administration in a large (1000 + employee), multi-state organization
- Experience with Canada payroll preferred