



Example of HR Payroll Administrator Job Description

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Our company is looking to fill the role of HR payroll administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for HR payroll administrator

- Actively participating in departmental projects
- Performing other duties as assigned in a timely and satisfactory manner
- Processing of payroll, including tax payments and related filings
- Administration of HIA Health Insurance enrollment, medical exams, work rules
- Work closely with US HR, handling employee relation issues
- Partner with US AP and Treasury team to complete vendor payments and reporting timely and accurately
- Oversight of external vendors (e.g., payroll)
- Oversight and maintenance of equipment
- Overall administrative support
- Special projects and other related duties

Qualifications for HR payroll administrator

- Attention to detail, verbal and written communication skills
- HR and Payroll administration experience
- Excellent organisational skills with an eye for detail and a high level of accuracy
- A proactive self-starter with the confidence and ability to work autonomously
- Resilient and able to work under pressure in an environment when priorities are constantly changing
- MS Word, PPT, Excel