



# Example of HR Payroll Administrator Job Description

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Our growing company is looking for a 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

- Manage and undertake payroll, pensions and HR transactions
- Input data accurately and in a timely manner into integrated HR System
- Respond to and escalate queries as appropriate
- Assist with HR and Payroll related projects as required
- Keep an update and relevant HR/Payroll issues and legislation across the client with in HR
- Supporting the Team Leader with the daily team operations, allocations of workload and ad hoc requests received from Key Clients
- Supporting the Team Leader to co-ordinate initial induction training, identify training gaps within the current team and produce relevant training plans
- Actively participating in delivering training and coaching solutions
- Actively monitor and check the quality of the team output on a daily basis
- Assist with the production of client metrics on a monthly basis

## Qualifications for HR payroll administrator

- Capable of effectively prioritizing and multitasking
- Previous experience and working knowledge of HR systems (preferably Workday, PeopleSoft)
- Minimum 3 years of experience processing payroll transactions utilizing Kronos or similar payroll software
- Experience interpreting union contract payroll guidelines
- Experience in administering FML in a payroll software
- Must build and maintain a high level of technical mastery on VIP payroll, all

