



KAGAN
LOGISTICS

VACANCY

Payroll Officer

Laverton North location

Kagan Logistics, a division of the Silk Logistics Group, is seeking the services of an experienced **PAYROLL OFFICER**. Reporting directly to the Payroll Manager, you will be responsible for end to end payroll function including:

- Processing and co-ordinating weekly payroll/s (up to 400 employees)
- Processing and maintaining time and attendance systems
- Entering casual clock cards or timesheets into spreadsheets
- Preparing wage summaries and reports for managers
- Preparing ETPs, leave, expense reimbursement payments etc
- Assisting with month end reporting – payroll tax, PAYG, superannuation payments and GL reconciliations as required
- Preparing payments summaries/group certificates
- Providing payroll assistance to employees
- Ensuring payroll documentation is correct
- Performing adhoc projects as required

Skills and experience required:

- Payroll processing experience desirable
- Warehousing/logistics experience advantageous
- Payroll/computer systems proficiency
- Working knowledge of Awards and Agreements
- Excellent communication and numerical skills
- High level attention to detail/accuracy
- Good problem solving skills and a team player.

Applications can be forwarded to jobs@kagan.com.au



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