



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](mailto:jobs@kagan.com.au)



**KAGAN LOGISTICS PTY LTD** (Head Office) | 71-73 Pipe Road | Laverton North | Victoria 3026 | Australia  
**Telephone:** +61 3 9369 2688 | **Facsimile:** Administration +61 3 9931 6466 | Operations +61 3 9931 6467  
[www.kagan.com.au](http://www.kagan.com.au) | ACN 006 444 355

