

## Payroll Officer

[Apply Now](#)

Company: PYBAR Mining Services

Location: Australia

Category: office-and-administrative-support

Fulltime permanent position

Based in Orange or Brisbane Office

Generous loyalty & recognitions programs on offer

### ABOUT US

Established in 1993, PYBAR has grown to become one of Australia's largest underground hard rock mining contractors operating in multiple states of Australia with a track record in securing repeat business.

### THE OPPORTUNITY

An opportunity now exists for an experienced Payroll Officer to join our dynamic team. We have the flexibility to have our ideal candidate to be based in our Orange or Brisbane office. Reporting to the Payroll Manager and working closely with the broader HR and Finance Teams, you'll hold accountability for providing payroll services across multiple contracts/sites across Australia.

### WHAT YOU WILL NEED TO SUCCEED

2+ years' experience in high volume payroll;

Experience administering end of month reporting, statutory returns and salary packaging;

Highly developed time management and ability to prioritise deadlines;

Experience in the interpretation of Contracts and Enterprise Agreements;

Excellent attention to detail;

Solutions and customer service focused;

Excellent written and verbal communication;

Ability to work in a team and autonomously;

Strong Excel skills desirable but not necessary;

Experience using Pay Global desirable but not necessary.

## **THE FUN STUFF**

Training and Development opportunities;

Being an employee of PYBAR you will have exclusive access to PYBAR Perks!

Generous loyalty programs see PYBAR celebrating all the milestones with you;

Employee recognition programs;

Paid parental leave.

## **PYBAR PERKS:**

Milestone Service Awards and Gifts - PYBAR celebrating with you

Parental Leave Benefit – to help parents support their family;

A Bloody Great Cause, be rewarded each time you reach a Red Cross Blood Donation Milestone;

Hospital Help, have \$250 contributed towards your private health hospital excess;

Medibank Corporate Private Health Insurance discount of 8%;

Employee Recognition Rewards and Gifts;

Group Income Protection Insurance, discounted premiums;

Reimbursement for prescription safety glasses (\$350);

Salary Packaging – boost your back pocket!

Ride in Style – Motor Vehicle Novated Leasing & Toyota Fleet Discounts ;

Travel Club – make the most of your holiday with these discounts!

Qantas Club Membership Discounts;

ATOM Supplier Discounts – access a range of industrial products.

Employee Assistance Program (EAP), well-being assistance that's free for all the family.

To apply online, please click on the appropriate link below. Alternatively, for a confidential discussion, please contact Jen Clarke on 02 6361 6439

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