

Payroll Officer

Our client is recognised as a premier provider of services in engineering, construction and maintenance to asset owners in the utility, industrial, commercial, resources and infrastructure sectors. They strive for continuous improvement in every aspect of the business with a deep commitment to employee training, development and health & safety. The delivery of an effective and efficient payroll service to staff at all levels is an integral part in the way the company operates in valuing its employees. With over one thousand employees working across a range of disciplines and country-wide locations there is complexity requiring a senior payroll professional to oversee this important function.

Reporting to the People and Performance Manager, the appointee will administer the company's CHRIS payroll system processing salaried and weekly runs, inputting ad-hoc additions as required and the on-going updating of employee information. An important function will be to liaison with the finance team in the transfer data between systems and generating reports from CHRIS to provide management with accurate people related information and working with the office support and People and Performance/HR team to ensure all staff related records are entered accurately and that all payroll processes are followed consistently across the business. The ability to take ownership of the company wide payroll system and be able to demonstrate leadership in this area with sound communication skills will be keys to success in the role.

We are seeking applicants that have a background and successful track record in managing payroll systems in medium to large company environments where there is a good degree of complexity. This would include a good level of knowledge in understanding the links between payroll and job management systems, ideally within a contracting environment, and an in-depth understanding of current payroll legislation. The ability to analyse data, be responsive to information requests and maintain composure in what is often a fast paced deadline driven environment is essential. Whilst experience with CHRIS is highly desirable it is not essential but experience with other payroll systems such as JDE, SAP or Crystal would be expected. This is an excellent opportunity to work within a company where employees are valued and a culture where people matter and health & safety is a strong company value. In accordance with the company's drug and alcohol policy, the successful candidate will be required to undergo a pre-employment health check and drug test and the position is based in Mt Wellington. The remuneration package is attractive and will include a 6% company KiwiSaver contribution and a medical scheme.

Applications will only be accepted through Cook Executive Recruitment. Please write to, or telephone, Rowen Greatbatch in strictest confidence quoting reference number 2838 or email to recruit@cookexecutive.co.nz or apply online to www.cookexecutive.co.nz



**COOK EXECUTIVE
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EXECUTIVE SEARCH AND SELECTION

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