



Payroll / HR Administrator – Based Burton

- **Rapidly Expanding Company**
- **Market Leading Australian Company**
- **Northern Suburbs Location**

Desalination and water recycling is an industry of the future. Osmoflo Pty Ltd is the leading Australian owned manufacturer of water desalination and water recycling equipment. We have an excellent reputation in the market for quality, innovation and flexibility. We are also well known within the industry for our commitment to customer service and use of state of the art technology.

Our busy team manages bespoke projects valued in the millions of dollars across mining, power generation, oil and gas, community water and other industries. As the result of growth and new business, we are now seeking an experience Payroll / HR Administrator to join our team of HR professionals.

Responsibilities:

- Manage the end-to-end payroll function for 170+ salaried employees including the coordination of end of month statements, calculation and processing of PAYG, workers compensation and superannuation.
- Provide financial reporting on payroll and related salary matters as required.
- Responsible for the accurate management of salary packaging (i.e. Novated Lease and LAFHA).
- Complete end of financial year and payment summaries in an accurate and timely manner.
- Provide administrative support for our HR team which includes, but are not limited to: advertising, interview arrangements, travel bookings, testing, responses to candidates, organisation of pre-employment medicals, letters of offer and maintenance of the organisational chart.

Requirements:

- Extensive end-to-end payroll experience, including an excellent working knowledge of Micropay Meridian and Connex.
- An understanding or experience in remuneration packaging is desirable.
- Advanced level Microsoft Office experience, e.g. Word, Excel, PowerPoint and Outlook.
- Highly developed time management and organisation skills in relation to forward planning, co-ordinating and follow-up.
- Excellent communication and interpersonal skills.
- Able to work independently within a pressurised deadline driven environment.

This is a fantastic opportunity for an enthusiastic person with a 'can do' attitude to join our HR team

To apply, please send a covering letter and your resume to: staff@osmoflo.com.au before COB Monday, 6th September 2010.

For a confidential discussion, please contact Human Resources on (08) 8282 9700.

****Personal applications only - Please no agencies****

World class desalination
