



CURRENT CAREER OPPORTUNITIES

PAYROLL AND HR ADMINISTRATOR

YEPPOON LOCATION

An exciting career opportunity has become available with JRT Group for a passionate and self-motivated Payroll and HR Administrator.

Based in Yeppoon JRT Group is a civil contracting business delivering a range of projects in the residential, commercial and government sectors, with a large fleet of plant, heavy machinery, truck and light plant.

An exciting opportunity has become available for a self-motivated Payroll/Admin Officer to join our team based in Yeppoon.

Main responsibilities will include

- Maintain end to end Admin and Payroll systema
- Complete weekly Payroll
- General HR Assistant support
- Maintaining employee files
- Assist in data reconciling for weekly labour hire invoicing
- On boarding new employees and inductions
- Manage training records of existing staff and assisting with management of future training requirements
- Assisting with recruitment processes

What you can offer JRT:

- A certificate III in Accounts or relevant field along with significant experience in a similar role
- Working knowledge of XERO, Reckon and QuickBooks accounting packages
- Previous Payroll experience *desired*

If you are interested in this opportunity please apply by forwarding your resume to jobs@jrtgroup.com



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- Demonstrated Payroll experience, 5 year plus preferred
- Demonstrated proficiency and accuracy of data entry
- Excellent proficiency in the MS Office Suite, is a prerequisite
- Experience with HR3, desired
- High attention to detail and the ability to manage priorities
- Eagerness to continually learn and develop new skills
- Good work ethic and a positive attitude
- Ability to maintain strict confidentiality in all areas

What JRT can offer you:

- Training opportunities and career development
- Employee discount and offers with various retailers which include JB HI-FI, Better Electrical, BCF, Webjet, Michael Hill, Caltex and so much more.
- Review of permanency at 6-month milestone
- PPE supplied
- Salary sacrifice and employee benefit options
- Wages paid on a weekly basis

How to Apply:

If you are interested in this opportunity, please apply below or forward your resume to jobs@jrtgroup.com

Please note only short-listed candidates will be contacted.

The application form will include these questions:

- How many years of payroll experience do you have?
- Do you have experience in a data entry role?
- Do you have experience in administration?
- Do you have customer service experience?
- Which of the following Microsoft Office products are you experienced with?

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