

Current Vacancies

Job Title

Payroll Administrator

Job Type

Permanent

Location

Limerick, Ireland

Salary

Negotiable

Essential Experience / Skills

- Strong systems and excel skills
- Full or Part IPASS Qualification
- The ability to work under pressure
- Excellent accuracy and attention to detail
- Possess excellent communication, interpersonal & organisational skills
- IT proficiency with time management and payroll software packages
- UK payroll experience an advantage
- Experience in a payroll environment is desirable.

Essential Qualifications

- Full or Part IPASS Qualification

Roadbridge is a multi-disciplined civil engineering company with over 50 years' experience delivering major projects on time and on budget to the global community. Our vision is to be the global infrastructure delivery partner of choice for fast-track projects across all sectors.

Job Summary

We are seeking to appoint a Payroll Administrator to be based in our Head Office in Limerick. The successful candidate will be enthusiastic, confident and motivated with good communication and mathematical skills and able to work independently as well as part of a team. It is vital that they are able to demonstrate a pragmatic and proactive approach to problem-solving and an ability to liaise with all stakeholders. Ensure all personnel data is entered and maintained in all systems in a timely and efficient manner. Compliance with legislation when issuing payments on a weekly & monthly basis. As a Payroll Administrator you will be responsible for the preparation and processing of documentation required in the administration of all facets of the payroll function.

Responsibilities:

- Assisting weekly/monthly payroll
- Reporting to the Finance Department and to the Payroll Manager
- Responding to employee queries in a clear, concise manner
- Collating information from Time Management System
- Transfer of data to payroll systems to ensure correct hours and wages are allocated
- Reporting on any errors to Payroll Manager
- Other payroll queries which may arise
- Ensure absolute confidentiality and discretion in relation to personnel information
- Provide close support to the HR Team and all internal departments on an ongoing basis

To apply for this position, please email your CV to careers@roadbridge.ie