

Career Opportunity

Payroll Officer

About Us:

Teys Australia is an innovative Australian food business with home grown pride and global reach. Drawing on more than 70 years' experience in the beef industry, our team of over 4,500 focus their energy and expertise on delivering value to our communities, customers and consumers.

As one of the leading beef processors and exporters in Australia, we are a proud partner to over 7,000 Aussie beef producers and some of the largest names in fresh food retailing in the country. In a joint venture with Cargill, Teys Australia has retained its strong founding family connections and it is this rich heritage that drives our future.

About the Role:

Teys Australia has an exciting opportunity for an experienced **Payroll Officer** to join the team based at the Biloela site, QLD. The Payroll Officer will effectively oversee the sites payroll functions and work closely with the Human Resource team.

The successful candidate will have a high attention to detail as they will be required to enter time sheets and deduction forms on a daily basis. You will work in a time effective and efficient manner, with excellent communication skills to manage pay queries, internal and external audit inquiries, and liaise with key stakeholders.

Other responsibilities will include:

- Interpretation and compliance of EBA, Awards, Acts and other legislative documents affecting employees;
- Uphold and improve on record keeping and accuracy;
- Manage data for Super fund and other institutions.

This is an excellent opportunity to grow your career within a company that fosters a supportive team culture and development opportunities.

About You:

It is **essential** that you have the following experience/skills:

- Demonstrated experience and/or qualifications in Payroll functions;
- Advance computer skills with proven experience in Microsoft Excel and Word;
- Ability to manage large spreadsheets are critical to this role;
- Excellent communication skills to build strong relationships across the organisation;
- Organised approach to work, ability to prioritise and meet deadlines;
- Experience in the meat industry (Highly Regarded).

To Apply:

If you are looking for an opportunity to work in a fast-paced, collaborative environment within a growing business offering excellent career development and opportunities, we encourage you to apply today.

To apply, please send your resume and cover letter to the HR Manager, Stephen Knowles, at stephenk@teysaust.com.au by C.O.B 16 April 2021.

We are connected socially so check us out at www.teysgroup.com.au or join us on <https://www.facebook.com/TeysGroup>.

