

Payroll Administrator

The Position:

Gondwana is seeking a self-motivated, dedicated individual to join the Gondwana People team to assist the Senior HR Manager in the preparation and processing of the monthly payroll, and administering all Payroll related functions.

General Scope/ Description:

- Responsible for the preparation and processing of monthly payroll for over 850 employees; review and ensure accuracy of approved timesheets; track and deduct all garnishments and other special payroll deductions.
- Establish/maintain employee records; ensure that employee changes are entered correctly and made on a timely basis; review changes for proper authorization and adherence to Gondwana policy including compliance with Namibian Labour Law regulations.

Required Qualifications, Abilities and Experience:

Applicants must have the following qualifications and experience:

- Grade 12 Qualification with Mathematics as a required subject;
- Graduate degree in Human Resource management will be advantageous;
- Three plus years' experience in using the SAGE VIP payroll system;
- At least 3 years' in a Payroll Office performing all payroll functions;
- Excellent skills using MS Word, Excel, Access, and Internet Explorer;
- Fluent in English. Afrikaans will be an advantage;
- Excellent communication skills;
- Strong skills using and understanding the flow of transactions in an integrated and automated payroll accounting system;
- Ability to maintain confidentiality and exercise extreme discretion;
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy;
- Strong organizational skills, and the ability to work under pressure;
- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Have excellent time-management skills.

Closing date: TBC

Please forward your application letter and concise CV to:

The Human Resources Department, Gondwana Collection

E-Mail: cv@gcnam.com