

PAYROLL / HR ADMINISTRATOR

Location: Mauritius

Role Purpose

The Payroll/HR Administrator will assist the Compensation & Benefits Manager in the day-to-day payroll management of the group. The duties include but not limited to assist in preparing payroll input, update payroll/HR software, preparing Purchase orders, drafting of payroll/HR letters, extracting bank statements and to deal with difference insurers for employees medical. The person will also be involved in other Human Capital functions to support the HC operations.

Role Requirements

Payroll Management

- Collecting and follow up on payroll input.
- Resolve payroll queries.
- Liaise with treasury department for fund processing.
- Liaise with finance department for accounting tasks.
- Issue bank statements.
- Prepare Purchase Orders
- Liaise and follow up with suppliers for invoices.
- Liaise and follow up with consultants for invoices.
- Ensure employee data are up to date on the system.
- Reporting of month end PAYE to MRA/MNS.
- Extract of PAYE and payroll payment POP.

Benefits Management

- Ensure all employees are under our insurance coverage.
- Notify the insurance about any new additions and leavers.
- Follow up on invoice and payment.
- Follow on endorsement.
- Attend to employee queries.

HR Administration

- Assist in the day to day HR Operations (drafting letters, scheduling interviews, assisting in training arrangement for employees)

Competencies and Technical Expertise

Competency / Performance

- Good verbal and written communication both in English and French
- Planning, time management and Organising
- Attention to detail
- Prepare Purchase Orders

Technical / Professional Expertise

- MS Proficient
- Experience in HR Software
- Exposure to Labour Law and employment equity regulations.

Required experience, Qualification & Skills

- Bachelor's degree in HR, Accounting or a related field is required.
- 2 – 3 years of experience in the payroll field

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