

ADMINISTRATION OFFICER (PAYROLL)

Position Level: L2

Location: Port Hedland

Effective Date: March 2023

Responsibilities

The Administration Officer (Payroll) is responsible for the administration, and processing of payroll along with other human resources tasks to support the human resources team.

Reporting

The Administration Officer (Payroll) reports to the Payroll/Industrial Coordinator.

Accountabilities

Result Area	Major Activities
1. Integrated Management Systems:	- Comply with the systems that ensure PPA complies with all applicable codes, as well as its legal and statutory requirements. - Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security.
2. Payroll Administration:	- Assist with the coordination and verification of payroll data and information. - Assist with the processing of payroll data into the payroll system for execution. - Respond to payroll enquiries and escalating where required. - Assist with the auditing of entitlements and leave accruals and maintenance of associated records. - Provide payroll reporting as required.
3. General Administration:	- Human resources records management including filing. - Monitor and action the HR inbox. - Preparation of documents and packages. - Arrange meetings.
4. Other duties:	Undertake relevant duties as requested by the Payroll/Industrial Coordinator or Human Resources Manager.

Selection Criteria

Personal Attributes:

- Exhibit behaviours that aligns with PPA's values of Excellence, Respect, Integrity, Care and Courage.
- A focus on achieving positive outcomes for the organisation along with individual success.
- A collegiate work style, promoting trust and harmonious working relationships.
- Mindful in decision making with the ability to reflect on outcomes.

Work Related Requirements:

- Experience in office administration.
- An understanding of numeracy, with an interest in the payroll business function.
- Attention to detail and ability to clarify requirements.
- Sound written and verbal communication skills with the potential to handle sensitive issues with tact and confidentiality.

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card, are prerequisites for this position.