

Payroll & HR Administrator

Our client, **Gibbons Management Services Limited (GMSL)**, a shared services provider for the Gibbons Group of Companies, is seeking an experienced payroll and benefits professional with acute attention to detail to assist with the payroll and benefits administration processes.

RESPONSIBILITIES INCLUDE:

- Creating and maintaining employee files;
- Assisting with the compilation and processing of payroll per agreed deadlines;
- Recording employee absences to include vacation and sick leave;
- Ensuring data accuracy by updating employee records: reviewing and entering changes when submitted, running reports and completing employee data audits;
- Processing enrolment and removal of employees into benefit programmes;
- Completing reconciliation of all benefits to include medical insurance, social insurance, and pension;
- Completing agreed and preparing ad hoc reports.

The successful candidate should possess the following:

- 3-5 years current payroll experience
- Familiarity with relevant local employment and benefits legislation
- Proficiency with Microsoft Dynamic Great Plains
- Intermediate to Advanced level Microsoft Excel skills, proficiency with MS Office Suite
- Excellent organizational, analytical and interpersonal skills
- Proven ability to work with confidential information
- Strong attention to detail while producing accurate and high-quality work
- Strong written and verbal communication skills

Gibbons Management Services Limited is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a cover letter and resume no later than August 15, 2013 to:

Attention: GMSL
c/o Ontru Limited
9 Par-la-Ville Road | Hamilton | HM 11

Email: Ontru@northrock.bm



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