

Payroll Administrator

If you are of mature disposition, reliable, dependable and can handle confidential information with regards the company's and other clients' HR matters; this position is for you. You will be articulate in VIP payroll administration, and competently oversee multiple payroll runs. Intimate knowledge of the Namibian Labour laws and regulations will be a distinct advantage. Computer literacy is a must, as well as fluency in English (verbal and written).

If you have a degree in HR, Commerce, Business Management, Industrial Psychology or Marketing or a diploma in Finance from a recognised tertiary institution; a proven track record in HR and payroll administration; and the above descriptor fits your portfolio - kindly forward your CV to: tangi@potentia.com.na by Friday, 2 June 2017.

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