

Payroll Administrator

Are you a professionally matured, experienced, grounded team player with the desire to be part of a team that is enjoying tremendous success providing clients with payroll services? Due to our growing client needs, we seek a suitably qualified individual to fill the position.

The main responsibilities of this role are; manage, in a timely fashion, all aspects of delivery of Potentia's client payroll calendar, ensure that the VIP system is up to date, review and process monthly payroll inputs, ensure payroll processing compliance, prepare and review payroll management reports, generate query reports to clients, review and perform medical aid reconciliations and provide administrative support to the team.

If you have a degree in Accounting and/or Finance, a minimum of three years of experience as a Payroll Administrator, concrete understanding of the labour law and you are a Namibian citizen - kindly forward your CV to: admin6@potentia.com.na by, 1st September, 2017.



