



**CONUNDRUM
HOLDINGS**

Payroll/Personnel Officer (+ Administration)

Conundrum Holdings is a family-owned business with a reputation for industry leading practices, with quarries and pre-mixed concrete sites across Victoria.

Why join our Team?

Join a supportive, experienced team committed to your Health, Safety and Wellbeing. We offer opportunities to diversify your skills, ongoing training, and above-Award rates to reward your hard work.

What's the Role?

Reporting to the *Administration & Personnel Manager*, as our *Administration & Personnel Officer*, you will be responsible for the accurate and timely processing of weekly payroll, supporting end-of-month payroll requirements, providing a broad range of personnel and administrative support within our Head Office team. Primary tasks include:

- Processing weekly payroll and end-of-month payroll liabilities.
- Personnel related duties, including onboarding, offboarding and maintaining existing employee records and requirements.
- General administration duties, including answering and directing all incoming phone calls, assisting with accounts payable tasks, etc.
- Assisting various Managers as required, to ensure they are adequately supported.
- Complying with policies, procedures and applicable legislation, including completing ongoing training, daily checklists and reporting requirements to ensure the safe performance of all duties.

Site: Head Office

Location: Kilmore, VIC 3764 (on-site)

Employment Type: Full-time, permanent

Working Hours: Monday to Friday, 7.30am – 4.00pm

Remuneration Package: This position will fall under the *Clerks – Private Sector Award* with above award wages paid commensurate with qualifications and experience with annual wage reviews.

Do you have what it takes?

- Minimum 2 years previous experience in payroll is required, with a strong understanding of Australian payroll legislation, Modern Awards, superannuation, payroll tax and WorkCover
- A tertiary qualification in payroll or business will be highly regarded.
- Exceptional attention to detail with high level problem solving and time management skills
- Excellent communication skills
- Strong typing skills and proficiency in Microsoft Office
- Honesty, integrity, fairness and a positive attitude
- Demonstrates a high standard of personal presentation and professionalism



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Application Process

Job Description provided upon request. Interview process includes skill testing in literacy and numeracy. Pre-employment medical (incl. drug screen), police check and six-month trial period are required.

How To Apply

Email personnel@conholdings.com.au the following:

- Cover letter
- Resume
- Evidence of driver's licence and relevant qualifications/licences.
- Conundrum Holdings Site Induction -Certificate of Induction (www.conholdings.com.au)

For site safety information, company overview and career opportunities visit our website at www.conholdings.com.au/careers.