

Payroll Administrator vacancy at Sappi

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Deadline: 01 January 2025

Location: Umhlanga, South Africa

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Sappi is recruiting and accepting applications for Payroll Administrator vacancy.

Sappi Global Business Services is on the lookout for a Payroll Administrator to perform a payroll administrative support function in the running of payroll and related processing activities.

As a Payroll Administrator, you will be responsible to:

- Perform payroll administrative tasks related to workflows, leave quotas, benefit management, allowances, and other salary related actions
- Maintain clerical and administrative processes and systems in payroll
- Identify payroll related errors and propose corrective action
- Maintain sound payroll governance and ensure standard operating procedures are in place and up to date
- Provide a support function to the Payroll Consultant and assist in optimisation of systems and resources
- Assist the payroll team in providing an integrated employee payroll service

What are we looking for?

- Grade 12 with relevant NQF level 5 qualification (Payroll / Finance)
- Completion or working towards a relevant Diploma or Degree would be considered advantageous
- Minimum 2 years' experience in an administration role with knowledge of Payroll is preferred
- Sound knowledge of MS Office and SAP Payroll Systems
- Advanced Excel skills

How to apply

To apply, [visit Sappi careers portal](#).

Sappi is committed to creating a diverse environment and is proud to be an equal opportunity employer.

