



HR / PAYROLL ASSISTANT

Due to ongoing expansion we require the services of a **HR / Payroll Assistant** to support the National HR Manager and Payroll Supervisor. Based at our National Office in Guildford, the successful applicant will need to be able to demonstrate previous office experience (preferably within a payroll environment), and have great customer service skills. Ideally you will also have:

- previous experience working with payroll systems (preferably Micropay or Meridian);
- excellent communication skills and an ability to handle sensitive and confidential information with discretion;
- accurate numerical and data entry skills;
- good attention to detail and organisational skills;
- be a team player with the ability to work well under pressure and to deadlines; and
- good computer skills, particularly with Microsoft Office software.

On offer is a permanent role with a competitive salary, and the opportunity to develop your payroll and HR skills. To apply for this role, please send your resume by close of business 24th February 2012 marked to the attention of:

Jo Maher, National HR Manager
CJD Equipment Pty Ltd
PMB 3 Post Office
GUILDFORD WA 6935

Email: recruitment@cid.com.au