

Payroll Officer

About the role:

As a publicly listed ASX Company (MGH), MAAS Group is a multi-national conglomerate experiencing sustained growth across its key business units of Property Development, Civil Works, Plant Hire, Construction Materials, Electrical and Underground Mining & Tunnelling.

As Payroll Officer you will be required to support the accurate and timely delivery of the Group's payroll process in accordance with relevant industrial instruments and Company processes.

To be successful in this role you will need:

- Experience in processing end to end payroll
- Experience interpreting awards, agreements, contracts of employment and employment legislation.
- High level computer skills including payroll software (MYOB & XERO), Microsoft Excel and Word with the ability to produce and interpret report
- Well-developed data-entry skills with the ability to enter data accurately and promptly
- Sound numeracy skills with the ability to complete complex calculations and reconciliations.
- Interpersonal and communication skills

About you:

The ideal candidate for this role will have excellent attention to detail with a strong commitment to administrative tasks that are repetitious, and deadline driven. The ideal candidate will also have relevant experience, excellent customer service skills and be able to work independently and effectively in a team as needed. Flexible working arrangements will be considered for the right candidate.

We are focused on, not only achieving our organisational goals but assisting staff to realise their professional and personal goals.

At Maas Group our employees are our best asset, and we pride ourselves on looking after you.

We engage, reward, and recognise our employees.

Come and join us, be part of our successful growing team, in what are exciting times ahead for Maas Group and our employees.

Please apply using www.seek.com.au or email application to HR@maasgroup.com.au