

Transactional Payroll Administrator

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Company: Serco Dubai

Location: Dubai

Category: office-and-administrative-support

The job posting is outdated and position may be filled Providing information and answering employee questions about payroll related matters. Managing electronic timekeeping systems or manually collecting and reviewing timesheets. Calculating payable hours, commissions, bonuses, tax withholdings, and deductions. Preparing and issuing earnings statements. Issuing paychecks and managing direct deposits. Maintaining employee records. Coordinating with the HR department to ensure correct employee data. Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally! Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

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