



## **PAYROLL ASSISTANT**

Williams Refrigeration is a market leader in the manufacture of commercial refrigeration equipment, and is a member of the AFE Group.

Williams Refrigeration are seeking an enthusiastic and pro-active individual to join the Payroll/HR Department.

Working to strict deadlines, the role will include preparation of five monthly payrolls, largest containing 250 employees. Updating and maintaining the Time and Attendance system and producing accurate reports in a timely manner. The role will include collation of information, form filling, producing pension packs for new employees, transferring of monies to relevant payroll agencies and keeping the employee records up to date. The candidate will also be required to assist in the preparation of HR information. The role requires daily contact with employees at all levels within the business and so good communication skills are a must.

The candidate must be numerate and will have a sound knowledge of Excel and Word, and ideally have some recent experience in both Payroll and T & A.

If you are interested in this position, then please contact the HR Department on 01553 817029 or Email: [jwilks@williams-refrigeration.co.uk](mailto:jwilks@williams-refrigeration.co.uk) for an application form.

Final date for applications 8/02/2010

Williams Refrigeration is committed to Equal Opportunities.