

## PAYROLL ASSISTANT

Are you looking for a job that can give you lots of satisfaction, variety and interaction with people? Would you like to join a great company that is highly respected and already has a wonderful team?

Who will I be working for?

Omnia Outsourcing provides support to small and medium sized businesses to help them run efficiently. We offer a suite of services to manage other companies back office services; such as payroll, bookkeeping and HR to name a few.

So, what will I be doing?

Well, it's down to **YOU** to make sure our clients, customers and workers receive a great service this includes:

- Dealing with all clients and customers of the company in the appropriate manner and aiming to achieve customer excellence at all times.
- Data entry – timesheets & worker information.
- Assist the Management team with any other tasks.

What skills do you need?

- Able to demonstrate experience in a payroll related environment desirable not essential
- Able to demonstrate aptitude with numbers
- Excellent attention to detail and a hands-on approach
- Good IT skills

You'll be kept up-to-date with all the latest legislation and rules so you can do your job.

The finer details...

Normal working hours are 8:30 to 17:00 Monday to Friday, occasionally there might be a need to work later but on the plus side there are regular rewards and team benefits – we do like a bacon roll on a Friday.

Omnia has a relaxed casual approach to what you wear, of course we want our team to look smart but that doesn't mean suits.

What's the salary?

£20,000 - £25,000 depending on experience. There's also the possibility of earning bonuses.



The good points...

This role has lots of job satisfaction on a daily basis, as you'll be helping people and making sure they get paid correctly, on time.

...and the bad

When customers complain they can rant a bit, and although it probably isn't your fault, expect to hear about it anyway.

What next?

So, if you are still reading and you are; friendly, patient and quick-thinking, like working in a team, want to help people, have good IT skills and good numeracy skills, get in touch; email your CV to [info@omniaoutsourcing.com](mailto:info@omniaoutsourcing.com) or call 0118 334 8588 and ask the team any questions you like?