

PAYROLL CO-ORDINATOR

Quarry Rd, Te Puke



EastPack
WORLD CLASS ORCHARD TO MARKET

EastPack is a well established grower-owned Kiwifruit packing and coolstorage operation with facilities in a number of locations in the Bay of Plenty and Northland.

We are seeking an enthusiastic and committed Payroll Co-ordinator to join our HR team based at our Quarry Rd, Te Puke site.

Reporting to the HR Manager, the role will be responsible for ensuring all seasonal staff is paid in a timely and efficient manner and that payroll reporting is delivered accurately and on time. You will also provide support as part of the HR team and strive to provide outstanding customer service. With the implementation of a new HR system for 2017, experience with JadeStar payroll or an understanding of payroll systems will be an advantage. Computer skills are essential.

Applicant skill and experience requirements:

- Excellent organisational and time management skills
- Ability to work well with people and remain calm under pressure
- Attention to detail and data accuracy
- Ability to multi-task and prioritise appropriately
- Ability to work flexible and sometimes long hours
- Excellent verbal and written skills
- Enthusiastic, positive and willing to go the extra mile

This is an exciting opportunity to join a great company and a great office which prides itself on valuing people, developing talent and encouraging growth.

Applications to: Megan Porter

EastPack Ltd, PO Box 243 Te Puke 3153

or email: megan.porter@eastpack.co.nz

Closing date of: 5pm Fri 10th February 2017

To request a position description please contact

Megan via email

www.eastpack.co.nz



OUR VISION **World Class Orchard To Market**

- Leading Financial Performance • Superior Customer Service
- Operational Excellence • Our People • Sustainable Future