



The following position is available within the Company:

Payroll Clerk (Full time permanent)

The role will be based at Carey Glass, Nenagh, Co. Tipperary and will involve the following on a daily basis:

- maintaining employee timesheets
- accurately reporting costing reports
- dealing with all payroll queries

The successful candidate must fit the following profile:

- Must be consistent and accurate in relation to monitoring daily hours and reporting labour costs on a daily basis to all levels of Management.
- Responsible for processing both UK and Nenagh weekly payroll and have the ability to deal with both euro and sterling currencies on a daily basis.
- Must have a minimum of 3 years recent work experience in payroll processing.
- Possess the ability to multitask while working to set deadlines and timescales.
- Have good interpersonal skills and possess the ability to communicate with others in all departments across the business.
- Flexible in relation to overtime and have good time keeping skills
- The ideal candidate should hold a recognized qualification with experience in using **Quantum and SAGE 50 (UK package) packages** a distinct advantage.
- Strong Microsoft Office Suite skills are essential and due to the ever changing market in which we operate IT skill levels and experience in other sectors/disciplines are an advantage to any applicant.

The role will include setup of new starters along with maintenance of existing employee files for all 3 of our sites along with other related administration duties.

The successful candidate will work closely with the HR Department on site.

Salary is negotiable depending on experience.