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GBS Payroll Administrator

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Company: United Parcel Service Of America

Location: Medellín

Category: office-and-administrative-support

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Job Description:

Job Summary

This position work with UPS systems, and internal and external contacts to ensure employees are paid correctly.

Responsibilities:

Supports payroll processes in EEUU

Maintains confidentiality of payroll information.

Qualifications:

Excellent communication skills, both verbal and written

Proficient in Microsoft Word, Excel, and Access

Ability to create and run large queries using Microsoft Access

Availability to work flexible schedule including weekends and holidays as needed

Prior payroll experience - Preferred

Possess working knowledge of union contractual language and non-union wage plans
- Preferred

High school diploma, GED, or International equivalent

English 80%

Other Details:

Location: Office in Medellin

Schedule: Monday to Friday 7 AM to 5 PM.

Grade: 007

Employee Type:

Permanent

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#J-18808-Ljbffr

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