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GBS Payroll Administrator

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Company: United Parcel Service Of America

Location: Perímetro Urbano Medellín

Category: other-general

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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 UPS is committed to providing a workplace free of discrimination, harassment, and retaliation.

#J-18808-Ljbffr

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