



Payroll Executive

At Dakar Software Systems we are a leading provider of Payroll and HR software solutions in Malta. In business for over 25 years, we have developed a reputation for implementing quality solutions of varying complexity within organisations employing from 6 to 40,000 employees. Over these years we have built a complete portfolio of HR solutions, implemented and supported by a team of professional service-oriented individuals for whom teamwork, competence and customer service are key attributes.

Position description

Due to the rapid growth we are currently experiencing, an opportunity has arisen for a Payroll Executive to support our operations.

Job requirements

- Processing payrolls.
- Preparation of monthly and yearly reports.
- Updating employee records.
- End-of-year filing of electronic lodgements.
- Provide general payroll assistance to customers.
- An organised, pleasant and professional disposition.
- Superb customer care skills.
- Genuinely enjoy building relationships with people.
- Excellent written and spoken English.
- Proficiency in Microsoft Office tools.

Qualifications

Past experience and knowledge of Maltese payroll processing and related regulations are highly desirable for this role as is solid familiarity with the use of payroll software. Candidates with a good working knowledge of Dakar Payroll will be given preference. While Business- or Administration-related qualifications would be very welcome, the real qualities we are after are: passion for delivering excellent service, ambition, a desire to grow professionally and pride to form part of a close-knit team.