

First Island Trust Company Ltd and member of Kreston Global, is a leading provider of corporate, trust and fund administration services dedicated to the financial services sector worldwide. We value people, promote equality, integrity and honesty.

Payroll & HR Officer

Job Purpose

The Payroll & HR Officer is responsible for payroll processing and the day to day HR administration. In addition, the role will be involved in matters pertaining to employees benefit and welfare. The incumbent will also provide support to Management in ensuring compliance, work ethics and promote company culture encouraging employee engagement and productivity.

Duties and Responsibilities

- Payroll processing correlated with attendance and leaves management
- HR administrative duties related to recruitment process, onboarding & offboarding process, preparing employment contracts & other documents pertaining to HR
- Monthly returns of CSG, PAYE, PRGF & Annual returns
- Coordinate training, HRDC application and refund process
- Participate in performance review exercise
- Responsible to manage employee files ensuring personal files are up to date as per standard
- Deal with matters related to welfare of employees & benefit

Requirements & Competencies

- Diploma/ Degree in Human Resources Management
- Minimum 2 years working experience in Payroll processing & HR administration
- Practical knowledge of Mauritian labor laws and regulations is an advantage
- Knowledge in Sicorax payroll will be an advantage
- Ability to maintain discretion and confidentiality
- Good Microsoft Office skills
- Good communication and Interpersonal skills
- Proactive, keen to take initiatives & autonomous

Closing date: 10 May 2024

To apply please send CV to: fitco-hr2@myt.mu