



Payroll & Billing Administrator

Melbourne VIC (Hybrid)

Are you a detail-driven professional with a passion for precision and process? People2.0 is on the lookout for a **Payroll & Billing Administrator** to play a key role in our APAC operations. In this pivotal position, you'll manage payroll for employees and contractors across multiple country-specific systems and generate client invoices using our bespoke platform.

Your contributions will directly impact the accuracy and timeliness of payroll execution and billing delivery, making you an essential part of our success story for People 2.0 APAC. If you're ready to thrive in a fast-paced, global environment where your work truly matters, we'd love to hear from you!

Key Responsibilities

- Perform all payroll calculations for Australia
- Transfer time data into regional payroll system
- Monitor payroll batches for identified flags
- Correct small errors identified during payroll system checks
- Generate and distribute pay slips to all employees and contractors in the Asia Pacific region
- Create client invoices for the identified invoicing period
- Submit invoices to each billing organisation for review and payment

Qualifications and Expertise

- 1-2 years payroll processing experience (desirable)
- Experience working with payroll in Australia and/or New Zealand is (highly desirable)
- Post-secondary accreditation in finance, business or related field (desirable)
- Recent graduate or early-career professionals who are excited to start their journey in a corporate payroll setting will be considered

Compensation, Location, and Benefits

- An autonomous working environment where you can have ownership and accountability
- Salary range of \$60,000 - 70,000 plus super (dependent on experience)
- Hybrid working environment
- Modern Melbourne CBD office
- People 2.0 Paid Parental Leave
- Training and development opportunities
- Social activities, CSR initiatives and end-of-month celebrations
- Fresh fruit, snacks and coffee
- Day off on your Birthday & 2 additional 'press pause' days
- Close-knit team with supportive leadership



How to Apply

Send your cover letter and resume to recruiter@people20.com. Please reference the job title and location.

About People2.0

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies. To learn more, visit People20.com.

People2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.