

JOB TITLE: Payroll Administrator

COMPANY: Trucklogix (Denel)

KEY RESPONSIBILITIES:

- Ensure all payroll inputs are collected, checked for completeness, and submitted / processed timeously.
- Deal professionally and promptly with drivers and staff regarding payroll queries and resolve discrepancies promptly.
- Manage overtime records from all sites, ensuring accurate capture and approval by relevant management.
- Collaborate with HR/Payroll and Finance teams to ensure accurate and efficient data flow
- Support audits and internal controls related to payroll.
- Prepare and submit payroll reports for management review.
- Assist in a multitasked environment with ad-hoc administrative duties as and when required: (Finance Related)
- Help identify manual tasks and provide support in implementing automated earnings solutions.

QUALIFICATION & SKILLS REQUIRED:

- Grade 12
- Valid Driver's License
- Relevant Tertiary Qualification/s will be beneficial
- At least 3 years proven experience as a Payroll Administrator or similar role.
- Meticulous / attention to detail
- Excellent numerical ability
- Excellent English verbal and written communication skills
- Computer Literate (Microsoft Office – particularly Excel)
- Ability to work under pressure & meet strict deadlines
- Excellent interpersonal skills

TRANSPORT: Must have own reliable transport

SALARY: Negotiable

CONTACT: recruitment@onelogix.com
Please quote the position applied for.

COMMENCEMENT DATE: A.S.A.P

CLOSING DATE: **5 December 2025**
Please note should you not meet the minimum requirements or hear from us within 14 days accept your applications as being unsuccessful.

The OneLogix Group is committed to the principle of affirmative action measures and all suitably qualified applicants within the designated group will receive favourable consideration.