



Triumph Group joins the ranks of global leaders in the lingerie sector, with a multi-faceted product palette that is sold in more than 80 countries, from Norway to Morocco and from Chile to Australia. This is taken care of by around 20,000 wholesale customers, with whom Triumph has traditionally had close relations, in addition to a dense network of more than 2,300 controlled points of sale, which are operated both by partners and by Triumph itself. The company is mindful of the fact that quality products must be accompanied by excellent service in order to satisfy demanding consumers.

Learn more about Triumph on:

www.triumph.com

www.facebook.com/Triumph/

www.instagram.com/Triumph/

www.linkedin.com/company/triumph-international/

Our HRSSC Department in Brisbane is looking for a

Payroll Administrator (f/m/d) (100% or part time considered)

Your Responsibilities:

- **Administration and process of 3rd party payroll provider**
- Checking Statutory filings to Revenue
- Month end payroll journals for GL Posting
- Ensuring all statutory reporting is completed to highest standards within legislated deadlines
- Undertake month and year end reconciliations (payroll, pensions, PAYE, NIC, etc) to audit standards
- Process court orders, GAYE and childcare scheme deductions
- Deal with employee salary and payroll queries
- Enter variable overtime and commission payments
- Liaise with the Revenue where necessary
- Chase Managers for missing information where necessary
- Update and check all statutory payments as appropriate (including company sick pay)
- Collate weekly retail and warehouse timesheets for processing
- Provide reports to Management as required
- Manage sickness absence records, highlighting areas of concern

- Ad hoc administration and other tasks for the HR team
- Management of Super and insurances

Your ideal profile:

- At least 3 years of experience as a payroll administrator or in a comparable role
- Knowledge of 3rd Party payroll systems
- Payroll processing experience
- Knowledge of relevant tax regulations
- Sound knowledge of accounting basics
- Strong knowledge of IT Systems
- Knowledge of Humanforce is a plus
- Ability to readily identify problem areas
- Ability to work to deadlines
- Good communication skills

We offer:

You will never walk alone

*As a family owned business with more than 135 years of experience, Triumph embraces diversity throughout our global organization. Currently, our offices are present in over 40 countries across Europe and Asia having many international teams collaborate together every day. Guiding our corporate behaviors are **respect** and **value** for our employees, but also Collaboration as one of our key Corporate Competencies, being a core part of our every day working environment.*

Make a Difference, together

The future belongs to our children. At Triumph, we want to be proud of our commitment to building a sustainable society and protecting the environment, and we work everyday to ensure our products are manufactured in an sustainable way. This is our vision: We want to be a company that is characterized by responsible leadership and consideration for future generations and that cares for the legacy that we leave behind to our children.

Putting People at the center

At Triumph we are committed to our employees, they represent the foundation for our success. This means that as a company, we are driven to offer great career opportunities in a dynamic fast-paced organization. Our HR function across the globe strives to support our employees in their development, through our Triumph Learning Academy

We continuously strive to recruit new talent, offering them one of the textile industry's most international working environments, excellent conditions and great development opportunities in a company still owned and managed by the founding families. Our headquarters employs people from more than 30 nationalities and as a European company, we are present in many key markets in Europe, like Germany, Italy, France and growing in Eastern Europe. We are proud to have become one of the leading players in Asia very early on, in countries like Japan, China and Singapore, as well as being an

employer that people aspire to work for. As a company serving women, we fundamentally believe in gender equality and diversity. Women make up more than 50% of our company's workforce. In the last years, we have had a specific and successful drive to increase the number of women in management.

Triumph is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, colour, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability.

If you are seeking a great opportunity to develop your career, please send us your CV in English by clicking on Apply.