

Senior Payroll Officer

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Company: KEO International Consultants

Location: Kuwait City

Category: office-and-administrative-support

KEO is a creative enterprise, where innovation is a way of life. We are uniquely resourced with end-to-end services to take clients from inspiration â through conceptualization â to realization of planning, design or project delivery in the built and natural environments. For over 57 years weâve led with vision, contributing to many of the worldâs most ambitious projects, iconic places, remarkable experiences and prosperous communities.

As a highly integrated and agile AEP/PMCM firm, KEO is ranked by ENR in the Top 225 International Design Firms; in the Top 20 International PM/CM Firms; and by World Architecture as 50th largest global architecture firm and #1 Firm in the Middle East Region in their 2023 WAS 100 Survey.

We invite you to join us.

Our newest opportunity is for a talented **Senior Payroll Officer** to join our award-winning team based in **Kuwait**

We envisage success in this role to include:

Handling the Payroll processing for multiple locations.

Preparing End of Service Benefits.

Processing leave applications and payments

Maintaing and handling leave records.

Initiating online bank transactions and cheques.

Maintaining proper documentation for all kinds of payments.

Handling payroll queries.

Generating and maintaining monthly MIS reports.

To be successful in this dynamic opportunity, we envision that your career journey to date will include 5 - 7 years of work experience in similar role partnered with a Bachelor degree in Financial Accounting or other related field.

Proficiency in Payroll Processing Software

Experience and good knowledge of MS office - especially Excel is a must

Knowledge of Legal Regulations in the Middle East

Experience in multiple currency payroll environment is an advantage

KEO's performance is founded upon integrity, results, innovation, safety and our people. We embrace diversity and recognise its contribution to client success wherever we work.

We are excited to hear how you can partner with our award-winning team and treat all expressions of interest confidentially.

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