

## Payroll and Benefits Analyst

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Company: PRI

Location: Tete

Category: other-general

### Overview

We are hiring!

Our client in Tete is looking for a Payroll and Benefits Analyst to join their team. The ideal candidate will have a deep understanding of the Human Resources Sector and a proven track record in the relevant field.

To apply or for more information follow the link below.

### Responsibilities

Analyze and prepare weekly reports of cases of changes in positions, promotions, transfers, new hires and other types of movement of workers.

Review time sheets and attendance records as well as correct any inaccuracies.

Prepare the payroll of salaries, respecting the agreed deadlines.

Prepare all necessary documentation regarding tax deductions, benefits and payroll deductions.

Analyze compensation-related data, including salaries and benefits.

### Requirements

Degree in Human Resources, People Management, Psychology and similar areas.

Extensive knowledge of tax and payroll regulations.

Familiarity with the use of Excel and spreadsheets.

Excellent analytical skills.

Ability to work to tight deadlines.

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#### Cross References and Citations:

1. Payroll and Benefits Analyst [Expertinireview Jobs Tete Expertinireview ↗](#)
2. Payroll and Benefits Analyst [Londoncareerhub Jobs Tete Londoncareerhub ↗](#)
3. Payroll and Benefits Analyst [Findremotejobs Jobs Tete Findremotejobs ↗](#)
4. Payroll and Benefits Analyst [JavascriptjobsJobs Tete Javascriptjobs ↗](#)
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