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Our commitment to building a stronger, safer, reliable and more sustainable energy future goes hand in hand with our commitment to the people who will make it possible.



Job Title **Regional Payroll Administrator**

Location	Point Lisas, Trinidad and Tobago
Contract	Full-time, permanent
Core Purpose	The Regional Payroll Administrator is responsible for managing all tasks relating to regional payroll processing, including collecting employees' timesheets and clock-in records, calculating wages, preparing payroll statements, addressing employee payroll queries, and resolving any discrepancies.
Key responsibilities and accountabilities:	<ul style="list-style-type: none">• Collect daily time and attendance data from timesheets, poll clocks, and the access control platform for all fortnightly paid staff across the region.• Collate timesheets, poll clock data and access control records to verify employees' working hours for payroll processing.• Escalate any discrepancies in time and attendance records to management.• Update the payroll software with all regional staffing changes.• Input employee information and payroll data accurately into the payroll system.• Respond to employee inquiries and concerns related to payroll in a timely and professional manner.• Manually calculate payable hours, commissions, bonuses, taxes, and deductions etc. to verify the accuracy of payroll system-generated reports and escalate any discrepancies to management.• Process new employees, promotions, terminations, etc.• Prepare payslips and ensure they are delivered to employees in a timely manner.• Prepare all statutory deductions and ensure the timely preparation and distribution of all employee reports.• Investigate and resolve payroll discrepancies promptly to ensure accurate and timely payroll processing.• Maintain and update payroll records.• Prepare periodic payroll reports and additional reports as requested.• Prepare job offer letters for employees.• Compile and present real-time and attendance data for all locations.• Provide support to the HR department by assisting with reasonable duties and tasks as assigned.• Manage all payroll and HR-related matters with the highest level of confidentiality and discretion.• Perform filing, record keeping, and data entry tasks.• Consistently represent and uphold the company's professional image in all interactions.

	<ul style="list-style-type: none"> • Develop skills and knowledge to adapt to the evolving responsibilities of the role. • Achieve Key Performance Indicators (KPI's) as set by the Line Manager. • Perform other reasonable duties as assigned by the line manager or authorised personnel.
QHSE Responsibilities	<p>To have a general understanding of the areas of our QHSE Management System and OEG's QHSE aims and objectives that are relevant to the role.</p> <p>Comply with the requirements of OEG Energy Group Policies and the responsibilities within the wider QHSE Management System.</p> <p>Promoting:</p> <ul style="list-style-type: none"> • a proactive health and safety culture focused on the prevention of work-related injury or ill health and continual improvement in our processes / performance. • environmental sustainability and energy efficiency whilst minimising our environmental impacts and preventing pollution. • a quality culture that brings values to our business, our customers and other interested parties ensuring quality issues and opportunities for improvement are identified and implemented.
Skills and Experience:	<ul style="list-style-type: none"> • Minimum one year's prior experience processing payroll. • Good verbal and written communication skills. • Ability to recognize and deal with potential issues before problems arise. • Demonstrate punctuality, maintain an excellent attendance record, and follow instructions accurately and reliably. • Proficient in computer use, with strong skills in Microsoft Office Suite, in particular Word and Excel. Must be computer literate. • Preference will be given to suitably qualified Trinidadian nationals.
Qualifications:	<ul style="list-style-type: none"> • Minimum of a Diploma in Human Resources, Business Administration, Business Management or a related field of study.



Why should you work with us?

At OEG, we place a high priority on the well-being and success of our employees. That's why we provide competitive salaries and ongoing training and development opportunities to support your professional growth.

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This role is perfect for a passionate individual looking for a challenging yet rewarding career path in the offshore energy sector. If you are eager to contribute to our mission and possess the skills we're looking for, we would love to hear from you.

How to apply

To apply for this open vacancy, please submit your application via [LinkedIn](#).