

SAY HELLO TO A MORE REWARDING CAREER AT VIVID

Position	Payroll Coordinator
Team	Vivid Corporate Services
Contract	Part time
Location	Echuca
Application Close	15 September 2026

THE PAYROLL COORDINATOR IS RESPONSIBLE FOR:

- Coordinating the end-to-end preparation and processing of Vivid's fortnightly payroll cycle, ensuring accuracy, timeliness, and compliance with Awards, Agreements, organisational policies, Fair Work standards, and Federal and State legislative requirements.
- Calculating and processing termination pays and off cycle pays.
- Calculating and processing allowances, deductions or withholdings, debts, salary packaging and leave entitlements.
- Coordinating and processing employee remuneration increments.
- Maintaining a working knowledge of the applicable Awards, EBAs, Acts and Regulations., superannuation and taxation requirements.
- Providing timely response and assistance to employees by way of accurate and meaningful advice on employment conditions.
- Coordinating the calculation and administration of Workcover claims and tasks.
- Maintaining employee payroll records.
- Providing administrative assistance to the Human Resources Manager including and payroll and employee reporting.

IMPORTANT

- Candidates will be required to meet our safety screening checks, hold a current driver's licence and Working with Children's Check.
- Vivid is committed to promoting the safety, participation, wellbeing and empowerment of children.

WE ARE VIVID

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 www.wearevivid.org.au

   [@wearevivid.org.au](https://www.instagram.com/wearevivid.org.au)

