

## **Baker Hughes Vacancy: Payroll and Tax Specialist**

**Are you a Payroll Analyst looking for a new opportunity?**

**Are you passionate in payroll related data analysis?**

**Join our team!**

Our Payroll Team provides support for the business for Payroll or Benefits process(s). The individual is responsible for each assigned local legislative rules and process. This role requires emphasis on data integrity and analysis to support key HR decisions while providing coverage and support as needed.

### **Partner with the best**

In this role, you will be responsible for executing on one or more Payroll & Benefits process(s). Develop an in-depth understanding of Payroll & Benefits systems, processes, and legislative rules. As a Payroll and Tax Specialist, you will be responsible for:

- Extracting data via MyHR-Neocase and validating the information mass load spreadsheets with supporting documentation.
- Loading the data into DynamicsPay for processing payroll once processed another review of the reports is done to ensure integrity of the information processed
- Preparing the remittances advices for each Company and acquire approvals.
- Printing system generated reports and submit to Country Manager for approval
- Preparing salary checks with supporting remittances and distribute via courier
- Printing and encrypt pay slips and distribute via email to all employees
- Providing various reports - Salary Journal Summaries, Allocation Payroll Cost Reports, and Salary Input Reports

### **Fuel your passion**

To be successful in this role you will:

- Have Bachelor's degree in a related area
- Have knowledge of Trinidad and Guyana payroll and tax laws rules and regulations
- Show dynamic computer and analytical skills, including proficiency in Excel, proven delivery of projects and process improvements

- Have good customer service focus, with an ability to anticipate customer needs with solid responsiveness.
- Have a compelling Compliance and Integrity awareness.
- Have good written and verbal communication skills with fluency in local language and English
- Be comfortable in delivering against quantitative and qualitative performance metrics

### **Work in a way that works for you**

We recognize that everyone is different and that the way in which people want to work and deliver at their best is different for everyone too. In this role, we can offer the following flexible working patterns:

- Working flexible hours – flexing the times when you work in the day to help you fit everything in and work when you are the most productive

### **Working with us**

Our people are at the heart of what we do at Baker Hughes. We know we are better when all of our people are developed, engaged and able to bring their whole authentic selves to work. We invest in the health and well-being of our workforce, train and reward talent and develop leaders at all levels to bring out the best in each other.

### **Working for you**

Our inventions have revolutionized energy for over a century. But to keep going forward tomorrow, we know we have to push the boundaries today. We prioritize rewarding those who embrace change with a package that reflects how much we value their input. Join us, and you can expect:

- Contemporary work-life balance policies and wellbeing activities
- Comprehensive private medical care options
- Safety net of life insurance and disability programs
- Tailored financial programs
- Additional elected or voluntary benefits

**About Us**

With operations in over 120 countries, we provide better solutions for our customers and richer opportunities for our people. As a leading partner to the energy industry, we're committed to achieving net-zero carbon emissions by 2050 and we're always looking for the right people to help us get there. People who are as passionate as we are about making energy safer, cleaner and more efficient.

**Join Us**

Are you seeking an opportunity to make a real difference in a company with a global reach and exciting services and clients? Come join us and grow with a team of people who will energize and inspire you! Let's come together and take energy forward.

Baker Hughes Company is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

**Apply here:**

<https://careers.bakerhughes.com/global/en/job/R35599/Payroll-and-Tax-Specialist-Trinidad-Guyana>