

## **PAYROLL SPECIALIST**

*(non-exempt)*

JTB Hawaii has been a leader in travel services, event planning and management, transportation, golf tours and merchandising in the Hawaiian Islands, since 1964. Headquartered in Tokyo, JTB is one of the largest travel companies in the world. In 36 countries, 100 cities, 516 offices and over 26,000 employees, we are all over the globe.

We are seeking a qualified payroll practitioner with a minimum of three (3) to four (4) years previous payroll and HRIS experience. Working knowledge of Ceridian preferred.

The ideal candidate must be comfortable with input and import of various payroll data with accuracy in a fast paced environment with time limitations. Verbal and written communication skills in English, is required, as this position will train new management on payroll software and procedures. Must be able to comfortably use Excel and Word, as well as Google Mail or Outlook.

Payroll is part of the Human Resources function in our corporate offices located in Iwilei. Normal working hours are 8:00 a.m. – 5:00 p.m., Monday – Friday, with possible overtime, weekends and holidays, as deemed necessary.

Submit resume via email at [jobs@jtb-hawaii.com](mailto:jobs@jtb-hawaii.com).



*Perfect moments, always*

**JTB Hawaii, Inc.**

Attn: Human Resources

818 Pine Street, Honolulu, HI 96817

Email: [jobs@jtb-hawaii.com](mailto:jobs@jtb-hawaii.com) Fax: 397-5075