

INTERNATIONAL  PAPER

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Your future is waiting to be written.

International Paper, a major pulp and paper producer, has an opening for an **Administrative Specialist-Payroll**. An outstanding employment opportunity with great benefits awaits you at the Texarkana Mill.

This position processes payroll for hourly and salaried employees. The primary duty of administering payroll requires knowledge of policies and procedures in accordance with applicable company and government requirements. The successful candidate must quickly learn the pay rules in accordance with the mill's labor agreements. The Administrative Specialist-Payroll must possess the ability to make SAP transactions, build and maintain databases; generate reports upon request, becoming a local expert on the timekeeping system, Workbrain, and work as a relief for other administrative assistants. The Payroll Specialist compiles and analyzes basic information for inclusion in reports or presentation materials, prepares charts, graphs, or tables as necessary.

**Minimum Qualifications:**

Proficient in Microsoft Word, Excel, and PowerPoint, good typing skills must possess the ability to handle multi- tasks effectively and meet deadlines. The successful candidate is a self-starter and has a working knowledge of SAP and detailed-oriented. Solid clerical/administrative background is required. High school degree or equivalent (prefer an associate degree in Accounting). Prior payroll experience in a manufacturing facility is a plus.

**BENEFITS:** Medical, dental and life insurance, short-term disability, paid holidays/vacation time, retirement, education assistance program, 401K savings plan and competitive salary

Qualified applicants should apply on-line at [www.internationalpaper.com/careers](http://www.internationalpaper.com/careers) or contact Texas Workforce Commission

Accepting online applications June 10<sup>th</sup> -24<sup>th</sup>, 2016

Equal Opportunity Employer:  
Minorities/ Females/Individuals with  
Disabilities/Veterans

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