



Resolute



POSITION ADVERTISEMENT

The Resolute Mining Group, involved in the exploration, development and production of gold in Côte d'Ivoire, is seeking to fill a position for its projects offering:

- The opportunity to join a reputable international company in gold production and development, committed to responsible mining and industrial practices.
- The opportunity to become a key member of the team for its growth projects in Côte d'Ivoire.

Position – Senior Payroll Officer

Reports directly to the Human Resources Manager.

Role Responsibilities :

Payroll Operations Management

- Collect, verify and process payroll data (timesheets, variables, salary information)
- Calculate salaries, benefits, overtime, deductions, and taxes
- Prepare and execute employee payments (transfers, payslips, etc.)
- Ensure the reliability, confidentiality and traceability of payroll data.

Administrative management and compliance

- Ensure compliance with social and tax laws and internal procedures.
- Maintain accurate and up-to-date payroll records.
- Perform payroll reconciliations and ensure data accuracy.
- Contribute to the preparation of regulatory declarations and reports.

Employee Relations and Internal Support

- Answer employee payroll-related questions.
- To process and resolve discrepancies or complaints.
- Collaborate closely with the HR and Finance teams.
- Contribute to the continuous improvement of payroll processes.

Reporting et audits

- Prepare payroll reports for accounting and management.
- Participate in internal and external audits related to payroll.
- Provide reliable data for decision-making.



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Qualifications & Experience, Skills:

Education:

- University degree in Accounting, Finance, Human Resources or related discipline.
- Certification or additional training in Payroll, Taxation, Personnel Administration, Social Audit or Payroll Systems is an asset.

Experiences:

- Minimum 4 years of experience in payroll management or a similar position
- **Experience in the mining, industrial or construction sector is an asset**
- Good knowledge of payroll processes, taxation and labour legislation
- Good command of computer tools, including MS Excel and payroll software
- Strong analytical and digital skills
- Good organizational skills and time management
- Ability to handle confidential information with integrity.
- Fluency in French and English.

Skills and Personal Traits:

- Rigor and high sense of detail.
- Excellent analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Integrity and a sense of confidentiality.
- Ability to work under pressure and meet deadlines.
- Team player and ability to collaborate effectively.
- Proactivity and organizational skills.

We offer competitive compensation and benefits, in accordance with company policy. The details will be discussed during the recruitment process.

We encourage applications from women.

Please send your CV and cover letter **no later than June 5, 2026**, to the following address:

CDI.Recrutement@Resolutemining.com

Any applications received after this date will not be considered.