



## Payroll Associate

Reporting Manager – Payroll Operations Manager and COO

### Key Areas of Responsibility

Responsible for the smooth operation running of payroll process for the assigned clients.

### **The Role**

The main responsibilities are as follow:

- Assisting to collect and keep record of client's data
- Assisting to store and file the documents in place
- Assisting to calculate the monthly payroll, tax on tax computation and preparing monthly reports
- Registration and reporting accordingly at labour office, SSB and Tax offices
- Assisting to prepare pay slip and distribute salaries to all employees
- Assisting to contribute payment at PIT, SSB offices and dealing with government officers
- Liaising with finance team to issue invoice and transfer salaries to bank accounts
- Performing ad-hoc duties assigned by COO and Payroll Operations Manager

### **Requirements**

- At least 1 or 2 years of experience in HR, admin and payroll related fields or Fresh Graduate
- Good command of English is preferable
- Strong computer literacy and able to use Excel and type more than 40 words per minute
- Detailed oriented, flexible and responsible personality
- Highly focused on teamwork

### **Benefits**

Salary + Monthly Bonus + Yearly Bonus + Other benefits

### **Highlights**

Fast growing and international working environment with lots of new things to learn. Intensive training for all new staff.

### **Career Growth Opportunities**

Efficient training, chance to learn new skills on the job, high chance to be promoted depending on performance.

