



## Payroll Executive

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:

- Collecting and keeping record of client's data
- Storing and filing the documents in place
- Responsible for 100% accurate salary calculation, tax on tax computation and preparing monthly reports
- Registration and reporting accordingly at labour office, SSB and Tax offices
- Preparing pay slip and distributing salaries to all employees
- Contributing payment at PIT, SSB offices and dealing with government officers
- Liaising with finance team to issue invoice and transfer salaries to bank accounts

### **Requirements**

- At least 2 or 3 years of experience in HR, admin and payroll related fields
- 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.

