



## Payroll Operations Manager

Reporting Manager - Country Manager

### Key Areas of Responsibility

Responsible for the smooth operation running of payroll business.

### **The Role**

The main responsibilities are as follow:

- Plan, organize and manage all activities of the team
- Responsible for 100% accurate salary calculation for clients' salaries, tax and SSB
- Liaise with local authorities including tax, SSB and labor offices
- Contributing payment at PIT, SSB offices and dealing with government officers
- Liaising with finance team to issue invoice and transfer salaries to bank accounts
- Preparing pay slip and distributing salaries to all employees on time
- Collecting and keeping record of clients' data
- Participate in administrative and operational staff meetings and attend other meetings
- Generating monthly reports
- Provide training for junior payroll staff
- Continuously look at existing processes and operations and implement ongoing improvements to increase efficiency of operations

### **Requirements**

- Must have 4-5 years of professional experience in handling HR tasks in supervisory (or) management level
- Good command of English is a must
- 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 Team Bonus + Yearly Bonus + Company Phone + Health Insurance

### **Highlights**

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

### **Career Growth Opportunities**

Able to lead a team in a growing industry that gives you lots of exposure to handle international clients.

