



PAYROLL AND
OUTSOURCING

Assistant Payroll Operations Manager

Reporting Manager - Payroll Operations Manager

Key Areas of Responsibility and the Role

Responsible for the smooth operation running of payroll business by mainly assisting the Payroll Operations Manager and Client's Engagements.

The Role

The main responsibilities are as follow:

- Assist to plan, organize and manage the activities of the team assigned by the Manager
- Working closely with the Manager and assisting for the tax compliance matters
- Engaging with the clients for the assigned portfolios
- Support and coach the team by giving the on-job training (case-by-case if necessary)
- Review the payroll tax computations and send the final review to the Manager
- Preparation of draft emails for specific clients and send final review to the Manager depending on case-by-case basis
- 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
- Continuously look at existing processes and operations and implement ongoing improvements to increase efficiency of operations together with the Manager
- Actively seek for the updated Laws and Regulations issued by the Internal Revenue Department and the current practices of tax compliance matters

Requirements

- Must have 4-5 years of professional experience in handling payroll tax compliance in supervisory (or) management level
- Detailed oriented, flexible within the Laws and Regulations and takes accountability and responsibility
- Able to work with large volume of clients in the challenging environment
- Good command of English is a must
- Strong computer literacy and able to use Excel and type more than 40 words per minute
- Highly focused on teamwork



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PAYROLL AND
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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.



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