



PAYROLL AND
OUTSOURCING

Payroll Operations Manager

Reporting Manager – General 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.



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