



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, NSSF and Tax offices
- Assisting to prepare pay slip and distribute salaries to all employees
- Assisting to contribute payment at PIT, NSSF 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.

