



Payroll Operations Manager

Reporting Manager – COO and Country Director

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 Payroll Operations Team handling the Cambodia Clients
- Responsible for 100% accurate salary calculation for clients' salaries, tax and NSSF
- 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 as required
- Generating monthly reports
- Provide training for junior payroll staff
- Support client inquiries related to Cambodia Labour Law

Other Responsibilities

- Continuously look at existing processes and operations and implement ongoing improvements to increase efficiency of operations
- Manage general office duties such as Petty Cash, payment of local invoices, purchasing of equipment required for the office

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 + Quarterly 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.





CAMBODIA
PAYROLL AND
OUTSOURCING

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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