



PR/157975 | Vietnamese Speaking Payroll Specialist

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1508944

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:21

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client multinational company that is looking for a talent with experience in payroll, the role will involve providing key support for payroll processes, specifically for clients in Vietnam.

JOB RESPONSIBILITIES

- Process and manage payroll for employees, ensuring accurate calculations and timely payments.
- Ensure compliance with local labor laws, tax regulations, and company policies.
- Maintain and update payroll records, including salaries, bonuses, and overtime.

- Address employee payroll queries and provide support during audits.
- Collaborate with HR and Finance to align payroll operations and generate reports.

JOB REQUIREMENTS

- Proficient in Vietnamese and English, which is essential in processing payroll documents, email or verbal communication with stakeholders/ clients.
- Has relevant working experience in payroll processing.
- The office is located in Kuala Lumpur (Malaysia), and applicants must be willing to work on-site.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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Company Description