



## PR/157987 | Thai Speaking Payroll Specialist

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1508947

**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 Thailand.

#### 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 Thai 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.

#LI-JACMY

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Company Description