



PR/157975 | Vietnamese Speaking Payroll Specialist

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1508944

業種

その他（人材サービス）

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2024年12月11日 15:21

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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.

#LI-JACMY

会社説明