



PR/159173 | Payroll executive

Job Information

Recruiter[JAC Recruitment Malaysia](#)**Job ID**

1544754

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 10:15

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

A consultancy firm specializing in business management and financial services, including accounting, taxation, and company secretarial support. They help clients streamline operations and focus on growth. They are seeking a detail-oriented and reliable Payroll Executive to manage end-to-end payroll processes. The ideal candidate will ensure accurate and timely salary disbursements, statutory compliance, and support related finance functions.

JOB DESCRIPTION

- Process monthly payroll accurately and on time, including salary, allowances, deductions, and overtime.
- Ensure compliance with statutory requirements such as EPF, SOCSO, EIS, PCB, and other local regulations.
- Prepare and submit statutory reports and payments to relevant authorities (e.g., LHDN, KWSP, PERKESO).

- Maintain and update employee payroll records and ensure confidentiality.
- Handle employee queries related to payroll, benefits, and statutory deductions.
- Assist with HR administrative tasks such as leave tracking, claims processing, and employee data management.
- Liaise with finance and HR teams to ensure alignment on payroll-related matters.
- Support audits and reporting requirements as needed.

Perform other ad-hoc duties as assigned

JOB REQUIREMENTS

- Diploma or Degree in Human Resources, Accounting, Business Administration, or related field.
- Minimum 2–3 years of experience in payroll processing.
- Familiarity with Malaysian labor laws and statutory requirements.
- Proficient in Microsoft Excel and payroll software (e.g., SQL Payroll, AutoCount, etc.).
- Strong attention to detail, confidentiality, and time management skills.
- Good communication and interpersonal skills

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Company Description