



PR/160445 | Payroll Associate

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1591460

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 10:16

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A leading BPO provider specializing in providing global services for multinational clients, with a strong focus on Japan-based subsidiaries are seeking for a Payroll Associate. This role will be focus on handle payroll processing, employee lifecycle administration, and confidential record-keeping.

Key responsibilities:

- Process client-provided salary data, input payroll information into payroll systems, and ensure timely and accurate payroll completion.
- Manage employee onboarding and offboarding, including new joiner/leaver documentation, insurance registration/deregistration, and statutory submissions.
- Respond to client enquiries on payroll and benefits matters within agreed timelines.

- Maintain strict confidentiality of payroll data and ensure accurate & compliant record-keeping.
- Support for ad-hoc projects and other assigned duties by superior.

Candidate requirements:

- Bachelor's degree in Human Resources or equivalent qualification.
- Strong proficiency in English and Chinese characters.
- Solid skills in MS Office applications (Excel, Word, PowerPoint, Outlook).

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description