



## PR/160445 | Payroll Associate

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1597200

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

June 16th, 2026 10:34

### 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