



PR/160966 | Payroll & Admin Executive at Foreign Consultancy firm

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1607726

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 10:32

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 consultancy firm which has offices across several countries including Malaysia, Japan, Singapore, Thailand, Indonesia, Cambodia, Vietnam, the Philippines, India, and the United States. The company appears to focus significantly on supporting Japanese businesses operating in Malaysia.

Job Description:

- Manage end-to-end payroll administration for clients, including monthly salary processing, statutory contributions (KWSP, PERKESO, LHDN), and ensuring compliance with all relevant statutory and labour requirements.
- Handle employee lifecycle administration, including new hire registrations, resignation updates, tax filings (CP22, CP21, and CP21A), and the maintenance of accurate employee records.

- Prepare invoices by collecting and analysing sales data and relevant reports, as well as managing supplier payment listings and bank payment submissions on behalf of clients.
- Perform other ad-hoc duties and responsibilities as assigned by the superior.

Requirements:

- Bachelor's degree or diploma in Human Resources, Business Administration, or a related field
- Minimum of one (1) year relevant working experience in payroll
- Proficiency in MS Office applications, particularly in Excel, and familiarity with payroll software such as SQL and Infotech
- Can speak Japanese will be **an advantage**

#LI-JACMY

#Countrymalaysia

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Company Description