

PR/161371 | Payroll Consultant

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1623351

Industry
Other

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:17

General Requirements

Minimum Experience Level
Over 3 years

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 finance, accounting, banking, and tax services for multinational clients, with a strong focus on Japan-based subsidiaries are seeking for a Global Service Payroll Consultant. This role offers the chance to build operational and advisory expertise in a global consulting environment, with clear progression toward senior positions.

Key Responsibilities:

- Receiving salary information from clients, inputting it into the payroll system, and calculating payroll within established timelines.
- Collecting new joiner/leaver information and completing onboarding/offboarding processes including insurance registration/deregistration, submission to authorities, etc.
- Responding to client queries across all payroll and benefits processes within established target timelines.

- Maintaining complete confidentiality of all payroll data, records, and reports.
- Ensuring filing and recordkeeping of all employee files and data is compliant with applicable regulations.
- Reviewing calculation results, email drafts, insurance registration documents, etc., prepared by other staff members.
- Assisting in documenting payroll processes and standard operating procedures to ensure consistent and quality delivery.
- Participating in knowledge sharing, process improvement initiatives, and system enhancement activities.

Key Requirements:

- Bachelor's degree or equivalent qualification/business experience.
- At least 1 year of working experience, preferably in payroll, accounting, finance, or similar professional services.
- Proficiency in MS Office applications (Excel, Word, PowerPoint, and 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