



## PR/160445 | Payroll Associate

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントマレーシア

#### 求人ID

1597200

#### 業種

ビジネスコンサルティング

#### 雇用形態

正社員

#### 勤務地

マレーシア

#### 給与

経験考慮の上、応相談

#### 更新日

2026年06月16日 10:34

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

無し

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### 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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会社説明