



PR/110522 | Payroll & Compliance - Sr. Executive / AM

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インド

求人ID

1602466

業種

その他（メーカー）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2026年07月28日 02:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

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

Position: - Payroll & Compliance - Sr. Executive/ AM
Role Overview

This is responsible for designing, implementing, and managing the company's compensation, benefits, payroll and performance management systems. This role ensures competitive and equitable employee remuneration, compliance with regulations, smooth payroll operations, and effective performance evaluation processes to support organizational goals.

Key Responsibilities

Compensation & Benefits:

- Develop, administer and continuously improve compensation and benefits programs to attract and retain talent.
- Conduct market research and salary benchmarking to ensure competitive pay structures.
- Manage employee benefits programs including health insurance, retirement plans, leave policies and other perks.
- Ensure compliance with all legal and regulatory requirements related to compensation and benefits.

Payroll Management:

- Oversee payroll processing ensuring accuracy, timeliness and compliance with tax and labor laws.
- Manage payroll systems, troubleshoot payroll issues and ensure confidential handling of payroll information.
- Coordinate payroll-related activities including benefits deductions, bonuses and salary adjustments.

- Prepare payroll reports and statutory filings for government authorities.
- Ensure confidentiality and data integrity across all functions.

Compliance Management

- Ensure compliance with all applicable labor laws and statutory regulations.
- Monitor legal updates and implement required changes in HR and payroll practices.
- Ensure timely submission of statutory returns and payments (PF, ESI, TDS, etc.).
- Maintain accurate statutory records and documentation.
- Support internal and external audits and close compliance gaps.

Performance Management:

- Design and manage the company's performance management system, including goal setting, appraisal cycles and feedback mechanisms.
- Train and support managers and employees on performance evaluation tools and processes.
- Analyze performance data to identify trends and recommend improvements.
- Align performance management with compensation decisions and organizational objectives.

Key Skills

Strategic mind-set

- Self-motivated and Results-oriented
- Proficiency in Power Point, MS Excel and Word
- Strong knowledge of payroll systems and HRIS software (e.g., Workday, SAP, Oracle, etc.)
- Understanding of labor laws, tax regulations and compliance requirements
- Excellent analytical and communication skills
- Professional certification (e.g., Certified Compensation Professional) is a plus.

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会社説明