



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

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

1607726

業種

監査・税理士法人

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09月01日 06:00

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 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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会社説明