

PR/161371 | Payroll Consultant

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
1623351

業種
その他

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11月17日 10:17

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
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 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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会社説明