

PayAsia is a regional Payroll, Staffing and HR Outsourcing company with offices its head office in Singapore, and offices in India, Philippines, Hong Kong, China, Australia, Malaysia, Thailand, Indonesia and Vietnam. We are fully owned by the Australian Stock Exchange listed company PayGroup Limited (ASX:PYG) We are committed to attract, develop and retain high quality team players. We recognise that our people are the foundation to our success, and we aim to build an organization of diverse, high performing professionals with varied cultures, skills and experiences. PayAsia is a value and process driven organization. We offer our employees an intellectually engaging environment and opportunity to succeed and sustain. For more information about us, please visit www.payasia.asia

Currently we invite applications from talents who has hands on experience in Payroll of any one or more APAC countries.

Qualification: Any Graduate

Location: Bangalore

Experience required: Minimum 1 - 3 years

Reporting to: Team Leader/ Manager – APAC Payroll

Level: A2

Job Description:

- Is responsible for core payroll activities as defined by the client
- Is responsible for Receipt of pre-payroll input data from the clients
- To input new employee details into payroll system
- To verify attendance, hours worked, and pay adjustments, and post information onto designated records
- To prepare and analyse payroll data using the software of PayAsia
- To ensure timely salary release
- To ensure prompt response to queries from internal team or clients
- To ensure timely and accurate service delivery as per client SLA's
- Maintenance of statutory reports
- Is responsible for maintaining complete and systematic records relating to employees' pay and must be thoroughly conversant with the relevant statutes and payroll regulations.

- To ensure consistent productivity & accuracy performance as per team requirements
- To ensure to follow Data Security standards by complying to ISO 27001 guidelines
- To seek advice from team lead/manager on complex issues and concerns in scope of the processes, applications, and programs
- To Adhere to team schedule and leave plans
- To assume additional responsibilities as assigned to grow and learn in a complex environment

Skills required:

- Strong human resources or payroll industry expertise
- Should be ready/willing to work from 7:00 AM to 4:00 PM
- Ability to successfully process payroll for at least 2 APAC countries
- Desired country processing knowledge in any of these countries – SG, HK, MH, Indonesia, Philippines
- Able to work quickly and efficiently
- Proven accuracy and attention to detail
- Good Interpersonal skills
- Proven knowledge in MS-Office
- Participate in trainings and meetings
- Occasional extended work hours to meet business needs
- Ability to work independently with minimum supervision