



HR Executive (Payroll)

Responsibilities

- Responsible for accurate and timely, twice-a-month payroll processing for about 1500 employees
- Administer compensation and benefits programmes, like salary review exercise, flexi-benefits scheme, staff insurance coverage and staff transport arrangement.
- Manage all statutory submissions, payments and claims, e.g. CPF contributions, employee earnings and tax clearance filing, and claiming of national service make-up pay and government-paid leave reimbursement
- Manage work injury compensation claims, which include notifying MOM.
- Manage staff confirmation and performance appraisal exercise.
- Execute policies and ensure compliance of procedures
- Provide advisory service to employees on HR matters
- Maintain staff information in Prosoft payroll software
- Prepare regular and ad-hoc reports for analysis
- Support continuous improvement initiatives and HR projects

Requirement

- ✓ Diploma or Degree with min. 2 years' experience in payroll related functions.
- ✓ Good knowledge of employment laws and practices
- ✓ Proficient in Microsoft Word and Excel
- ✓ Meticulous, organised and a team player with good interpersonal and communication skills

(Only short-listed candidates will be notified)