

Payroll Executive

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Company: Adecco

Location: Bangkok

Category: other-general

Job Responsibilities

Our client is one of the most well-known building material businesses in Thailand. The company operates as a manufacturer and distributor in Thailand and overseas to produce quality and innovative products. Furthermore, the company commits to take care of community in health and safety as well as to enhance the sustainable well-being in our society.

Job Responsibilities:

- Handle time attendance, OT and other benefits that comply with Thai law
- Record and update employee movement information in ERP system
- Create and submit Payroll report related Social Security, TAX and Provident Fund and respond to do weekly, quarterly, and yearly report
- Maintain payroll operations by following policies and procedures
- Develop in depth understanding of payroll software and HRIS. Create reports as request

Experience requirements

- Direct experience in payroll management
- Fluent in Thai and English
- Detail-oriented and service minded
- Familiar with ERP system is an advantage

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