



Job responsibilities

- Handle IBU payroll
 - Check & verify employees' claim such as mileage claims & etc
 - Check & verify any abnormality of employees' attendance record prior to payroll processing, such as wrong shift code or absenteeism with 2 consecutive days & above & etc.
 - Handle other payment instruction e.g. Employee Referral Scheme, Skill Allowances & etc.
 - Act as 2nd level "approver" for employee's Medical Leave via FlexHR ESS portal
 - Employee profile termination for resigned/absconded case
 - Process mid/end month payroll and claims accurately and in a timely manner
 - Liaise with Finance department on payroll fund forecast
 - Liaise with authorised signatory for payment release
 - Attend to employee queries related to payroll
- Generate and prepare reports such as:
 - Payroll summary to the Finance department
 - Overtime reports to Production department & etc
- Preparation and timely submission of statutory documents & payments to relevant government authorities, e.g. EPF, SOCSO, LHDN, Zakat, PTPN, HRDF etc.
- Coordinate and support payroll audit related requests from external auditors
- Manage C&B Administrator's performance
- Provide C & B related administrative support as and when required
- Any other assignments and continuous improvement projects

Job requirements

- Degree with 2-3 years of working experience
- At least 3 years' similar working experience in manufacturing environment
- Excellent Interpersonal skills
- Good communication skills at least in both bahasa and English
- Familiar with Employment Act

Contact

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