

<https://www.3ecpa.com.my/job/payroll-consultant-payroll-assistant/>

Payroll Consultant / Payroll Assistant – Accounting Firm

Description

3E Accounting Malaysia is currently looking to appoint a Payroll Consultant / Payroll Assistant to join their company human resource team in Malaysia office.

3E Accounting PLT aims to be the leading corporate service provider and top accounting firm in Malaysia providing One-Stop Solution services for our clients.

[3E Accounting Pte Ltd](#), Singapore is the global headquarters of [3E Accounting International](#), an International Accounting network with a global presence in more than 60 countries worldwide.

Our Mission

To offer the Three Es: efficiency, effectiveness and economy, all part of our One-Stop Solution services for our clients.

Our Vision

The World's leading corporate service provider, offering services beyond excellence.

Remuneration is commensurate with qualifications and work experience. Qualified and interested candidates should email their resume to info@3ecpa.com.my

Please state your current and expected salary and include in the CV a digital photo of yourself.

Job Responsibilities

- Perform payroll administration inclusive of EPF, SOCSO, EIS & Income Tax
- Manage monthly payroll for clients
- Prepare Payroll Report, Final Payment and statutory payment for clients
- First point of contact to liaise with statutory bodies
- Perform other ad-hoc duties as assigned

Requirements

- Higher Diploma or above in Human Resource Management, Business Administration or related disciplines
- Minimum 1 year relevant experience in payroll administration (Preferably in Accounting Firm / Corporate Secretarial firm/ Recruitment Agency)
- Proficiency in MS Office (Excel & Word)
- Able to work independently.
- Able to work under pressure to meet tight deadlines and perform in a fast-paced environment.
- Good communications and interpersonal skills

Hiring organization

3E Accounting PLT

Employment Type

Full Time

Industry

Accounting Firm

Job Location

360, Jalan Tuanku Abdul Rahman, Menara Centara, #20-01/02/03, 50100, Kuala Lumpur, Capital of Malaysia, Malaysia

Working Hours

Mon – Fri: 9:00 to 18:00

Base Salary

RM 2000 - RM 2800

Date posted

September 13, 2019

Valid through

October 31, 2019