

Job: Associate Payroll & Benefits - Officer
Job Code: ISB/0424/APB/A-1
Nature of job: Permanent
Level/Grade: Level 1 / Associate
Job Reports to: Manager Payroll & Benefits

Overview: A payroll & Benefits associate is responsible for payroll tasks such as verifying timesheet hours, filing documents, and employee Data. Resource will be responsible for maintaining employee files and updating records in relation to the related communications.

Key Responsibilities:

- Assist in the processing of employee related benefits and keeping a track of all transactions.
- Maintain accurate and timely consultant timekeeping records in order to comply with HR regulations and other legal requirements.
- Prepare all sorts of employee medical claims and payments records to employees.
- Handle all status changes, such as terminations, employment transfers, and benefit adjustments.
- They must be able to handle manual checks, process payroll, and Familiarity with HCMS.

Experience Requirements:

- Up to 3 year of relevant Experience with Payroll Operations.

Essential Skills & Competencies:

- Maintaining confidentiality.
- Strong attention to detail
- Excellent communication skills
- Effective in Execution of Process Flows
- Effective in Time Management and Team Building
- Effective in Coordination & Inter-Personal Skills

Education Requirements:

- Minimum academic qualification for this role is a graduate/bachelor's degree (16 years), in Business, Accounting and Finance related fields from a national or foreign university recognized by HEC.