



WE ARE HIRING

**HR Executive
(Payroll)**



Responsibilities

- Assist in the preparation and the processing of payroll for employees on time and Maintaining payroll records in HRIS & employee files
- Managing all formalities of staff exit clearance (Gratuity, EPF/ETF final payments)
- Attending to preparation of Annual Bonus, leave balance payments and other employee related payments
- Managing employee transfers, promotions & confirmations
- Collectively work with HR and Finance department to ensure the smooth payroll operation

Qualifications & Skills

- Bachelor's Degree or professional qualification in Human Resource Management
- 1-2 years of payroll related experience
- Previous experience with MiHCM (Micro Image) system
- Good knowledge of labour practices, payroll laws and labour laws
- Strong communication & analytical skills
- Ability to handle confidential information with integrity
- Female candidates only

Send Your CV careers@pereraandsons.com