

**WE'RE
HIRING**

Associate - Payroll Services

Responsibilities

- Process payroll for multiple companies, ensuring accuracy and timely payment.
- Manage payroll processing on different platforms.
- Calculate and process all statutory deductions (e.g., EPF, ETF, PAYE).
- Prepare and submit periodic returns to relevant regulatory bodies.
- Maintain accurate and up-to-date employee records and payroll files.
- Liaise with auditors and provide necessary documentation.
- Stay updated on changes in payroll legislation and best practices.

Qualifications

- Bachelor's degree or Professional Qualification in Human Resource Management or Business Management from a recognized Institute.
- A minimum of 6 months experience in HRM / Payroll Management.
- Experience in the IT/ BPM industry will be an added advantage.
- Strong verbal and written communication skills, leadership, and interpersonal skills.
- Ability to work effectively as part of a team and contribute to a positive working environment.
- Proficient in the Microsoft Office Package.

What We Offer

- An opportunity to work in a dynamic, friendly, exciting, and fun-filled environment.
- An entry into the John Keells Group, Sri Lanka's largest listed conglomerate.

 **APPLY NOW**