

人事专员大专 / HR Specialist

Job Discription:

1. Maintain and keep accurate staff data in HR system i.e. compensation, allowance, bank account details, email address, place of SI/PHF payment, add new staff and terminate for resigned staffs etc. Ensure data update completes before cutoff date (refer to payroll calendar).
2. Collect staff OT hours from PIC of attendance system in respective branch. Submit to manager for uploading.
3. Verify initial payroll report within timeline. Submit checking result to manager for consolidation.
4. Submit location wise total amount of each item to manager within timeline for consolidation and cross check with payroll report.
5. Set up personal profile.

Qualifications :

1. College degree or above.
2. English workable, standard in spoken/ written English, above CET-4.
3. Excellent Computer skills, experienced with MS office
4. Strong presentation and communication skills.
5. Good attitude and willing to learn.

6. Able to work under pressure.