



Payroll Executive

- **Vacancy for:** 1
- **Posted on:** Nov. 12, 2018
- **Deadline:** Nov. 20, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Human Resource /Org. Development > Compensation/ Benefit/ Attendance/ Leave Management, Payroll and Benefit administration
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: jawalakhel,Lalitpur
Offered Salary	: Negotiable

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than 1 year
Professional Skill Required	: Labour Law, Excel Sheet, Data Analysis, MS Office Suite

Other Specification

- Minimum of a Bachelor degree or equivalent in Human Resources
 - Minimum 2 years of experience in an HR executive or higher post
 - Knowledge and experience in employment law, compensation and payroll management
 - Should have advance verbal and written communication skills in English
 - Ability to effectively multi-task in a fast paced & challenging environment
 - Excellent knowledge of Ms-Excel and data base management
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Job Description

- Maintains payroll information by designing systems; directing the collection, calculation, and entering of data
 - Prepares reports by compiling summaries of attendances,leave of outsource employee
 - Balances the payroll accounts by resolving payroll discrepancies
 - Provides payroll information by answering questions and requests
 - Maintains payroll guidelines by writing and updating policies and procedures
 - Maintains employee confidence and protects payroll operations by keeping information confidential
 - Contributes to team effort by accomplishing related results as needed
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Applying Procedure

Apply Link : <https://merojob.com/human-resource-associates/>

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