



DEPARTMENT: HUMAN RESOURCES

JOB CODE: #H001

POSITION: PAYROLL EXEC

ROLE: JUNIOR

EMPLOYMENT TYPE: PART-TIME

LOCATION: INDIA

QUALIFICATIONS AND SKILLS-SET

- Bachelor's degree in Human Resources, Finance or Accounting.
- 3-4 years of payroll management work experience.
- Proven experience in running full-cycle payroll and benefits for full-time, part-time salaried employees and consultants.
- Managing internal reporting, all legal compliance, and statutory submissions on time.
- Strong working-knowledge and hands-on experience in Microsoft Excel.
- Assisting with the on-boarding and administration of new employees
- Ensuring the accurate and timely processing of payrolls.
- Able to work remotely and with multiple stakeholders across different time-zones
- Pro-actively identify problems and provide solutions.
- Able to work independently.
- Strong analytical and presentation skills with data analytics.

LEVEL

Junior

INDUSTRY EXPERIENCE

Finance / Staffing / Management

EMPLOYMENT TYPE

Part-time

JOB FUNCTION

Human Resources / Payroll

Please send your updated CV in MS-Word or PDF to careers@financetechunlimited.com