

## CHASEN LOGISTICS SERVICES LIMITED

### PAYROLL EXECUTIVE

Location: Jurong area, Singapore

No. of Vacancies: 1

#### **Duties & Responsibilities:**

- Update and maintain the payroll system.
- Process payroll and other related activities such as tax clearance, income tax submission and CPF submission.
- Prepare and manage payroll reports on a monthly basis such as month-end payroll reports, project costing report etc.
- Timely submission of legislated leave claims (Child Care, Maternity, NS Claims etc)
- Handles enquiries from employees, tax authorities and auditors on Payroll matters.
- Prepare and disseminate employees' payslips.
- Shared services support

#### **Qualifications & Requirements:**

- At least a Diploma in Business Administration, Human Resources or related fields
- At least 3 years of experience will be preferred
- Strong numerical skills with an eye for details
- Proficient in Microsoft Excel skills
- Able to work independently, meticulous, be organized and systematic
- Familiar with Paymaster HR system will be an advantage

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to [jazlyn.ho@chasen-logistics.com](mailto:jazlyn.ho@chasen-logistics.com) / [jenny.chong@chasen-logistics.com](mailto:jenny.chong@chasen-logistics.com) (All applications will be in strict confidence. We regret that only short-listed candidates will be notified).