

## CHASEN LOGISTICS SERVICES LIMITED

Job Title: Senior Payroll Executive

Location: Jurong area, Singapore.

No. of Vacancies: 1

Scope of work: To provide Human Resources management and support to ensure effective administration of Business Units Payrolls, HR processes, and procedures to meet the business goals and objectives.

### **Responsibilities:**

#### **1) Salary and Payroll Administration.**

- Adhere to Chasen Group Salary Structure in administering related HR processes, e.g. salary offer of new hires, salary adjustment on confirmation and promotions.
- Compute employees' overtime pay and related tasks to ensure accurate payment.
- Prepare and compute payroll items in accordance with Companies' payroll processing cycle timelines.
- Handle employees enquires on all payroll and benefits-related matters.
- To ensure all mandatory legislative requirements are adhered.

#### **2) HR Administration**

- Administer new hire on-boarding and orientation program.
- Ensure safe-keeping and confidentiality of employee personnel files, including the filing of the required documents in the files.
- Submit monthly employee reports to Corporate HR.
  - Monthly Employee Listing Report
  - Monthly Employee Turnover Report.
- Administer Work Pass related issues.
- Liaise with Ministry of Manpower (MOM), CPF Board, on Work Pass and Worker's Levy matters.
- Liaise with Ministry of Defence on NS matters and CDAC claims processing.
- Comply with Inland Revenue Authority of Singapore (IRAS) regulations on employee personal taxation.
- Complete statutory requests for data and information, including labor surveys.
- Make recommendation on work process improvements where necessary.
- Regular check on legislative compliance.

**Requirements:**

- Diploma / Degree in Human Resource Management or equivalent qualification.
- Minimum 3 to 5 years of relevant experience in Payroll.
- Familiar with Employment and CPF Acts.
- Good communication and interpersonal skills.
- Able to work under pressure, adhere to tight deadlines and be result-oriented.
- Posses strong sense of responsibility and integrity.

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 [Siowchian@chasen-logistics.com](mailto:Siowchian@chasen-logistics.com). (All applications will be in strict confidence. We regret that only short-listed candidates will be notified.)