

PayAsia is a regional Payroll, Staffing and HR Outsourcing company with its head office in Singapore, and offices in India, Philippines, Hong Kong, China, Australia, Malaysia, Thailand, Indonesia and Vietnam. We are fully owned by the Australian Stock Exchanged listed company PayGroup Limited (ASX:PYG) We are committed to attract, develop and retain high quality team players. We recognise that our people are the foundation to our success, and we aim to build an organisation of diverse, high performing professionals with varied cultures, skills and experiences. PayAsia is a value and process driven organisation. We offer our employees an intellectually engaging environment and opportunity to succeed and sustain. For more information about us, please visit www.payasia.asia

We are hiring dynamic and result oriented individuals to conduct \Payroll Processing for our Australian and New Zealand Clients.

Job: Associates/ Senior Associates

Location: Bengaluru

Reporting to: Team Lead

Experience: 2-4 Years

Shift: 03:30AM – 12:30PM

Roles & Requirements

1. Will have a good domain expertise on Australian Payroll and direct experience in processing Australian payroll
2. Will be responsible for accurate data input and data validation
3. Will be able to communicate with clients both verbally and written
4. Ability to manage deadlines
5. Will ensure timely and accurate service delivery as per client Service Level Agreements (SLA's)
6. Ability to multi-task and set priorities.
7. Familiar with Australian & Legislative Requirements including Superannuation, Payroll Tax, PAYG, Leave, Child Support, STP and IRD processes
8. Strong attention to detail and execution
9. Ability to work in a high volume and team environment
10. Ability to work well under pressure and handle crisis situations effectively and professionally
11. Will ensure consistent productivity & accuracy performance as per team requirements
12. Will ensure to follow Data Security standards by complying to ISO 27001 guidelines
13. Ability to seek advice from team lead/manager on complex issues and concerns in scope of the processes, applications, and programs
14. Ability to Adhere to team schedule and leave plans
15. To be able to assume additional responsibilities as assigned to grow and learn in a complex environment

Technical Skills

1. Understanding on Payroll Software/ERP Systems.
2. Preferred (but not mandatory), expertise and knowledge in using KEYPAY, Payroll Metrics
3. Working knowledge of MS Office with expertise in "Excel' functionalities.