

JOB DESCRIPTION

Role: Payroll Specialist
Reports to: MD, North Asia
Location: South Korea

The Role

This position is required to provide accurate, timely and efficient payroll services including but not limited to payroll calculation, preparation of payroll related data, statistics, and other reports from BIPO's system to the clients. As a Payroll Specialist, he / she will also assist in the provision of an advisory and consultancy service to BIPO's clients (on-site payroll HR Admin. support may be required) on a range of payroll related matters.

Responsibilities

- Ensure the operational aspects of payroll processing and associated activities, including salary disbursement, over-payment recovery, leave management and reporting are accurate and delivered within appropriate time frames and comply with relevant legislation
- Prepare complex payroll and human resource information for data input and assist with checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity.
- Assist our customer to meet its taxation, superannuation and other legislative and statutory obligations through processing and preparation of returns, related reports, forms and other documentation as requested.
- Provide a responsive, accurate client advisory service on payroll matters, resolve difficult enquiries and assist in identifying payroll errors and implementing corrective action where required to ensure employee payments are processed accurately and database integrity is maintained.
- Provide and promote service excellence and foster effective teamwork and business relationships.
- Contribute to process improvement for customers by participating in a range of payroll and service delivery reform activities.
- Act as the key account coordinator for client communication at operations level
- Provide On-site C&B / Payroll support to new or existing clients on ad-hoc basis

Relevant Experience and Qualifications

- Diploma or degree in Business Administration or any other related disciplines
- Minimum 2 years of relevant C&B experience, particularly in payroll execution.
- Proficiency in spoken and written English and Chinese
- Proficiency in MS Office applications, especially strong in MS Excel
- Attention to detail and high sense of accuracy
- Proven ability to handle large volume headcount payroll
- Experience in use of HRIS is preferred
- Familiar with Employment Ordinances, tax regulation and 4 Social Insurance.
- Proven ability to meet deadlines and identify and deal with problems

BIPO

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- A quick learner; able to work independently and self-driven with a strong sense of commitment

What's on offer

- Attractive salary package
- 5-day work week
- Attractive remuneration package includes 13-month salary, annual leave, 4 Social Insurance, birthday leave
- On-the-job training

Useful links

- Website: www.biposervice.com
- Facebook: <https://www.facebook.com/biposvc>
- LinkedIn: <https://www.linkedin.com/company/bipo-svc/>

To apply for this role, please contact: keesei.lee@biposervice.com

About BIPO

At BIPO, our passion for technology and innovation empowers businesses across the globe with increased efficiency and convenience.

Our enterprise-ready **HR Management System (HRMS)** platform automates HR processes, simplifies workflows, and delivers actionable insights to build the best Employee Experience. Complemented by our **payroll outsourcing solutions** and **global PEO services**, we support businesses to manage today's global workforce.

We are better connected to support your payroll and people solutions needs through a global network of 27+ offices, four R&D centers, and business partners across 100+ countries.

Our products & services

- HR Management System (HRMS)
- Global Payroll and HR outsourcing
- Professional Employer Organisation (PEO)