

# Join US!

## Assistant Manager/ Manager (HRM-Payroll & Benefits)

### Responsibilities ;

- End-to-end process of payroll for Bangkok and ensure the accuracy.
- Submit social security, income tax, SLF, PND1K, worker compensation, and related legal requirements.
- Manage employee's leave in HRIS.
- Maintain HR database to ensure correct and updated recording of all staff and employment-related information.
- Process employee promotion, annual increments, bonus, transfers, and any movement document and update in system.
- Prepare monthly reports to relevant departments about payroll.
- Compare and renew health & Life and Accident insurance and distribute the insurance card to employees.
- Provide and maintain oversea travelling insurance for staff who will be on the job training in overseas.
- Prepare annual check up for RCL Group in Bangkok.
- Process and prepare the retirement plaque for RCL group.
- Perform other duties as assigned.

### Qualifications ;

- Bachelor's Degree in Human Resources or related fields
- At least 10 years relevant experiences in payroll processing
- At least 3 years experiences as Supervisor or above
- Strong in payroll, tax and labor law
- Good command of both written and oral English.
- A team player with good communication and interpersonal skills.
- Able to work well under pressure.



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