



SMRT Corporation Ltd – HR Payroll Supervisor (Location: Ang Mo Kio)

You are required to perform full spectrum of monthly payroll computation and processing for a group of employees including allowances, reviewing of over-time claims & shift allowance verification. You will supervise 2 or more Payroll Assistants in carrying out responsibility for payroll preparation/production in the payroll department. You will be responsible for the day to day operations and provide guidance and support to your team; you are required to ensure that all payroll payments are in accordance with local statutory and company policies. You will work closely with the Payroll Executive, HR and other business units on payroll related matters and perform any other HR duties assigned from time to time.

Requirements:

You should possess a Diploma with at least 5 years of hands-on payroll experience preferably with large headcount. Previous hands-on experience with SAP software would be an added advantage. A meticulous and resourceful person, you should have excellent interpersonal and communication skills. You should possess good knowledge of MOM legislations, CPF & IRAS statutory requirements and other local statutory requirements.

Human Resource Division

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All materials will be kept in the strictest confidence. Only shortlisted candidates will be notified.

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