Regional Container Lines

Join US!

Manager (Payroll)

Responsibilities:

- Manage end-to-end payroll processing with accuracy and timeliness.
- Prepare and submit statutory reports to the Revenue Department, Social Security Office, PVF, and other government authorities.
- Manage employee's leave in HRIS.
- Maintain HR database to ensure correct and updated recording of all staff and employment-related information.
- Prepare information and report for regular audits.
- Prepare management remuneration report by quarter.
- Prepare monthly reports to relevant departments about payroll.
- Prepare data and report for annual increments, employee promotion and bonus.
- Process annual increments, employee promotion, bonus, transfers, and any movement document and update in system.
- Coordinate with F&A and external vendors on payroll-related matters.
- Provide payroll advice and support to employees and HODs.
- Identify opportunities to improve payroll processes and system efficiency.

Qualifications:

- Bachelor Degree or Master Degree in Business Administration, HR or any related fields.
- At least 8 years of progressive experience in payroll management.
- Full-loop payroll experience including processing, compliance, reporting and benefits.
- Strong proficiency in both Thai & English (written and verbal) .
- Knowledge of Thai labor laws and payroll regulations .
- Experience working with multinational corporations or global organizations.
- Experience leading payroll integration projects and system implementations.



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