

Assistant Manager C&B

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Company: Hays

Location: Malaysia

Category: other-general

Assistant Manager C&B

A well-known media institution is looking for an Assistant Manager C&B to join their organisation.

Your new company

Our client is a well-known media institution and due to the organisation's growth, they are on the hunt for an Assistant Manager C&B to join their organisation.

Your new role

As the Assistant Manager C&B, you will be tasked with, amongst others:

Coordinate the activities as a team to ensure that the organization's payroll is processed accurately and on time. Activities of the team may include accounting, distributing and preparing payments, benefits, taxes and payroll deductions; calculating overtime, shift payments and bonuses, maintaining payroll records. Respond to more complex, escalated enquiries from team members and check the work of others to ensure that the payroll is processed accurately.

Conduct job evaluation, model salary increase, participate in salary and benefits surveys, prepare summary findings and make proposal for improvements where necessary with cost impact.

Reviews and recommends policies that will be beneficial for employee welfare such as accident and health insurance coverage, retirement and pension plans etc.

Prepares compensation-related communication pieces such as brochures, incentive plan documentation, and pay administration publications.

Manages ongoing, periodic and ad hoc compensation projects.

What you'll need to succeed

Minimum 5 years of working experience in C&B and Payroll administration

Strong knowledge of local compensation, benefits and payroll practices & survey research methods and Labour Law

Proficiency in SAP & SuccessFactors, Microsoft Excel, Pivot table, HRIS

Ability to handle high volume of transactions in a fast-paced environment

Designing plans and programs for direct and variance pay, incentives and other benefits

What you'll get in return

You will enjoy a career in a dynamic environment and the opportunity to work with a robust team in an organisation that has a stellar market reputation and sentiment.

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