



Senior Specialist Payroll Services

Job description

Responsible in managing the monthly payroll.

In your new role you will:

- **Administer and processing monthly payroll.**
- Manage and administer the **time attendance and leave administration.**
- Responsible to ensure the **salary administration and processing** is compliance with the company policies and local statutory requirements.
- Administer and process **payroll process**: annual review exercise, bonus and incentive payment, promotion exercise and salary adjustment exercise, monthly statutory payment, resignation process, car loan interest subsidy application and etc.
- Administer and process the **loan application** – Housing loan interest subsidy and Car loan interest subsidy.
- Liaise with **Statutory bodies on payroll related issues** e.g Inland Revenue, Social Security and etc.
- Gathers, analyzes, prepares, and **summarizes the payroll and time attendance report.**

Profile

You are best equipped for this task if you have:

- **Bachelor's Degree, Post Graduate Diploma or professional Degree** in any field, preferably in **Human Resources.**
- Minimum **3 years in human resources (HR) with at least 2 years in payroll administration field.** Minimum 10 years job experience for employees with diploma.
- Good knowledge about **HR processes and HR IT System.**
- Good knowledge about **Employment Act.**

Benefits

- **Melaka:** Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Exempt working hours are flexible within core hours (9am-12pm & 2pm- 5.15pm); Home office options for certain tasks or due to personal circumstances. Applicable to exempt

At a glance

Location: **Melaka (Malaysia)**
Job ID: **341000**
Start date: **as soon as possible**
Entry level: **1-3 years**
Type: **Full time**
Contract: **Permanent**

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Job ID: **341000**
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employees working on office hours only; Part-time work possible for exempt employees only; Exempt staff could apply up to 3-month sabbatical leave, subject to business situation; Medical coverage; In-house clinic operates 24 hours, doctor consultation possible from 9am to 5pm; Health promotion programs; Social Recreation Center with facilities, such as gym room, squash, badminton and netball court, zumba and yoga classes, etc.; On-site Cafeteria; Paid sick leave according to law; Additional 3% to Employee Provident Fund after 10 years service with Infineon Malacca; Re-employment opportunities; Productivity incentive bonus; Bus service for shift employees ; Allocated carpark for disabled and pregnant employees

Why Us

Part of your life. Part of tomorrow.

We make life easier, safer and greener – with technology that achieves more, consumes less and is accessible to everyone. Microelectronics from Infineon is the key to a better future. Efficient use of energy, environmentally-friendly mobility and security in a connected world – we solve some of the most critical challenges that our society faces while taking a conscientious approach to the use of natural resources.

Infineon Technologies (Malaysia) Sdn Bhd, with its 8.000 employees, is the largest manufacturing site of Infineon. The company has established itself as a leading manufacturing site for Power Semiconductors, Logic Semiconductors, Discrete and Sensor Products. We are committed to increasing productivity, on-time delivery and providing customized solutions while maintaining the highest level of product quality. The success of Infineon Melaka is evidenced by eleven National Awards received from the Prime Minister's Office as well as 15 corporate awards.

