

Payroll & HR Operations Executive

FULL-TIME

The Payroll & HR Operations Executive will be responsible for providing comprehensive HR and payroll support for a cluster of hotels within the Group. This role requires an understanding of HR policies, procedures, and employment laws, as well as proficiency in managing payroll processes. This position plays a crucial role in ensuring accurate and timely processing of employee payroll and maintaining employee records across the cluster.

Responsibilities:

Payroll Administration

- Process and administer payroll accurately and in compliance with relevant laws and regulations.
- Manage payroll records, including new hires, terminations, changes in compensation, and time and attendance data.
- Calculate and process payroll deductions, benefits contributions, and tax for employees.
- Address payroll-related inquiries from employees and resolve any issues or discrepancies.
- Collaborate with the finance team to reconcile payroll data and ensure accurate financial reporting.

HR Administration

- Lead onboarding processes with new employees, ensuring the right documentation is provided and policies are shared and explained.
- Manage the offboarding and termination process.
- Processing third-country national work permit applications and renewal of existing ones.
- Prepare offer letters, employment contracts, and other HR-related documentation.
- Maintain employee records, including personal information, attendance, leave balances, and performance evaluations.
- Assist with employee benefits administration, including enrolments, terminations, and inquiries.
- Handle employee inquiries related to HR policies, procedures, and programs.
- Ensure compliance with employment laws, regulations, and company policies.
- Maintain accurate and up-to-date employee records, both in physical and electronic format.
- Support internal and external audits across the group by providing necessary documentation and information.

Requirements:

- Prior experience in HR administration and payroll processing.
- Strong knowledge of employment laws, payroll regulations, and HR best practices.
- Proficiency in payroll software systems, knowledge of Shireburn Indigo is ideal.
- Excellent attention to detail and accuracy in data entry and record-keeping.
- Ability to handle confidential and sensitive information with discretion.
- Ability to work independently and collaboratively in a fast-paced environment.
- High level of proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Able to handle different tasks simultaneously.
- Fluent in English

Candidates are requested to submit their CV by e-mail to the Human Resources Department on: stjulians.jobs@corinthia.com