



VACANCY

EXECUTIVE – PAYROLL & WELFARE

RESPONSIBILITIES	REQUIREMENTS
<ul style="list-style-type: none">• Calculate, key-in, check OT and allowance in Excel and HRMS for non-exec.• Prepare Journal Voucher for non-executive.• prepare letter for salary deduction payment and filing.• key-in and update personal data such as staff movement and filing.• print payslip for non-exec and distribute to all.• application for PMCare card, calculate medical claim and payment, prepared GL.• monitor medical utilization and update staff• To Assist staff in Socso claims• To coordinate staff welfare programs• to coordinate health programs• To coordinate and arrange for blood donation• to coordinate staff farewell session	<ul style="list-style-type: none">• Must possess at least Diploma in any related field• Minimum 3 year(s) experience in related discipline.• Willing to learn new exposure and work overtime• Good discipline and responsibility.• Excellent communications and interpersonal skills.• Ability to solve problem with minimum time taken.• Good personality and responsibility.• Ability to work in team and with minimum supervision.

Interested candidates please submit your application, latest passport size photo and resume to: - Unit Perancangan dan Perjawatan TENAGA CABLE INDUSTRIES SDN. BHD Lot 2, Jalan P/12, Seksyen 10, Kawasan Perusahaan Bangi, 43650 Bandar Baru Bangi, Selangor Darul Ehsan, Malaysia Tel : 03-89222678 Fax : 03-89255911	or	Email :- > career@tcisb.com.my Closing date : 31 JANUARY 2023
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