
Title: Payroll Consultant – APAC

Location: Kuala Lumpur, Malaysia

Company Overview

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

Please visit People20.com

Position Overview

The Payroll Consultant delivers efficient, effective and accurate invoicing and payroll functions to all individual customers during the entire lifecycle, and provides support and assistance to the Customer Account Director in the delivery of the Service Delivery Team's objectives.

Primary Objectives

- Manage the collection of IPro timesheets and timely dispatch of invoices for all customers
- Administer accurate and timely processing of payroll for all customers
- Administer accurate and timely processing of all other ES transactions including superannuation, Novated Leases and other packageable items
- Ensure the Customer Account Director is made aware of all processing errors
- Report all customer queries and issues to the Customer Delivery Manager for a timely response
- Maintain a high level of knowledge and understanding of the following:
 - All relevant employment and ATO legislation, including Modern Awards, Payroll Tax, Superannuation, Workcover, Business Expense Claiming & Salary Packaging
 - All internal Entity Solutions systems, tools and publications
 - All customer preferences & processes
- Provide administration assistance relating to the IPro lifecycle, including system set up and reporting requirements, either directly or as a support to the Customer Support Administrator
- Additional duties and responsibilities as reasonably requested by the Customer Account Director
- Always operate under the 'Customer is King' philosophy
- Represent our brand in line with Entity Solutions vision and values, and always present in a professional manner
- Display a consistent desire to help or meet the service needs of both internal and external customers

Skill & Qualifications

- Payroll or accounts payable and receivable experience
- Proven high level attention to detail and accuracy
- Demonstrated ability to handle high volume work with efficiency to tight timeframes
- Excellent multi-tasking, prioritizing and time management skills
- The ability to build rapport and establish strong business relationships within teams and Management
- Proven ability to work well autonomously and within a team environment
- Australian Payroll experience would be an advantage
- Required languages: English and Bahasa Malaysia
- Good communications skills

Title: Payroll Consultant – APAC

Location: Kuala Lumpur, Malaysia

People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.