



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

Post Date: 20 September 2019

## **JOB VACANCY**

**POSITION: Senior Payroll Officer (1 position)  
(Permanent)**

### **Responsibilities:**

- Ensure that salary and benefits payment is complied with the Company Policy
- Ensure that payroll transactions and payroll tax calculation compliance with Labor / Tax law and Regulations
- Checking and updating approved employee salary increase, allowances and deductions to payroll system
- Calculating and entering severance payment too payroll system
- Posting time attendance and leave data to payroll system
- Processing payroll calculation and payment
- Preparing withholding tax report (PND1, PND 1 Kor) and withholding tax certificate for employee
- Preparing payment request to Account Payable/Finance for payment to Revenue Department, Social Security fund, Provident fund, Department of Legal Execution, and TNS Union
- Verifying monthly expat Agencies invoices
- Ad hoc report as assigned
- Coordinating with other division (if required) to achieve organization mission
- Coordinating with internal / external auditor and Revenue department /BOI
- Supporting and assisting the tem in Business Planning and Accounting
- Performing other related duties as assigned or requested from Business Planning and Accounting Management

### **Qualifications:**

- ❖ Bachelor Degree in Human Resource or Accounting
- ❖ Familiar with employee benefit in compliance to labor law, payroll system
- ❖ Familiar with labor law and personal income tax
- ❖ At least 5 years experience in payroll functions
- ❖ Attention to detail and accuracy, Organizing and prioritizing, Problem-solving skills, Strong and Flexible
- ❖ Ability to meet deadlines and work well under pressure, Strong diligence and activeness
- ❖ Good communication skills both Thai and English
- ❖ Proficiency in excel and Microsoft Office
- ❖ Physical ability of Good Health and Fit for work
- ❖ Can working overtime and urgent case working follow requests from user

**Location:** Bangna Office, Bangkok

**Interested candidates may apply by sending updated CV to:**

E-Mail: [tns-recruit@thainippon.co.th](mailto:tns-recruit@thainippon.co.th), [Kingkarn-r@thainippon.co.th](mailto:Kingkarn-r@thainippon.co.th)

Website: [www.thainippon.co.th](http://www.thainippon.co.th)

Line ID: [tnsrecruit](https://line.me/tv/00000000000000000000)

For details, please call 063-237-9838