

## Cancer Research Malaysia

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JOB TITLE : Senior HR Executive  
LOCATION : Cancer Research Malaysia Office, Subang Jaya Medical Centre  
REPORTING TO : Head of Finance, HR & Administration  
Date : As soon as possible

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### **RESPONSIBILITIES**

#### **Payroll processing:**

1. Process employee data (new hires, changes, bonus, increment) and monthly payroll accurately
2. Provide relevant input for the preparation of the payroll journal to finance team
3. Manage employees claims process which may include claim verification and disbursement
4. Adhere to Malaysian Employment Act at all times and keep updated with the latest changes / development
5. Review, reconcile, and analyses payroll reports to ensure accuracy and completeness
6. Compile financial, tax and payroll reports for external purposes
7. Manage employee benefits such as group insurance coverage, allowances and others
8. Provide administrative support and assist with management assigned tasks

#### **HR policies, procedures and programs:**

1. Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices
2. Provide policy advice and guidance as necessary, in particular where employees are subject to Malaysia labor laws
3. Assists HOD in designing, planning and implementing employee and team competencies framework, employee rewards and recognition and leadership development program
4. Performs related work as required

### **QUALIFICATIONS**

- Degree holders with minimum 3 year in Malaysia Payroll/Accounting experience
- Good grasp of knowledge of HR process, employee life cycle and payroll processing
- Good knowledge in HR system and computing tools including Words, Excel and PowerPoint
- Ability to work under limited supervision and perform multi-tasking
- Must be highly meticulous and ability to maintain confidentiality of records
- Adopts a pro-active attitude to work
- Assumes full responsibilities within role