

<u>Job Description</u>	
<u>Executive / Senior Executive Payroll</u>	
Position	<u>Executive / Senior Executive Payroll</u>
Position Purpose	<ul style="list-style-type: none"> • Payroll Executive will be responsible, include calculating employees' compensation, updating our internal payroll databases and ensuring timely payments. • He /She should have a flair for numbers and be able to handle sensitive information. • Should also be familiar with Labor legislation and laws, Legal Compliance
Role & Responsibilities	<ul style="list-style-type: none"> • Collect timesheets on regular basis • Calculate various allowances as applicable • Prepare employees' compensation by the end of each month • Report on payroll expenses • Ensure salaries, compliance and other withholdings comply within regulations • Enter new employees' data into internal databases • Answer questions about compensation, benefits, taxes and insurance deductions etc.
Job Specific skills	<ul style="list-style-type: none"> • Minimum 2+ years of proven work experience as a Payroll Officer, Payroll Clerk or similar role • Hands-on experience with HRIS and accounting software • Strong math skills with an ability to spot numerical errors • Good knowledge of various compliances • Time-management skills • Ability to handle confidential information
Educational Qualification	Minimum Graduate MBA in HR preferred
Minimum Experience	Minimum 2+ years of experience managing payroll
Location of posting	Gift City, Gandhinagar