



Job Description

Job Title:	C&B Manger	Job Level:	Manager
Department/Division:	HR	Location:	Head Office
Report to:	Head of HR	Work Type:	Office Time

Job Description:

❖ Responsibility:

- Manage C&B team to ensure accurate and timely processing of Payroll, Compulsory insurance & other employee benefit, Personal Income Tax, Employment Contract.
- Oversee the data integrity of the HRM system to ensure accuracy of reporting, analysis and payroll processing.
- Participate in salary survey and analyze the data to prepare Salary increment proposal and budget.
- Regularly review, update and administer C&B procedures and programs to ensure up to date, compliance with legal regulations and company policy.
- Propose attractive benefit scheme to retain employee
- Propose and manage recognition policy
- Conduct orientation program for new employee and foreigner.
- Handle employee issue and any inspection from government.
- Other ad hoc duties as assigned by Head of HR

❖ Requirement:

- 5 years of experience in C&B;
- Bachelor/College Degree; major in Business Administration, Human Resource or others related;
- Experience in Retail industry is preferred
- Attention to details;
- Ability to work under pressure;
- Positive attitude;
- Good communication, negotiation skills;
- Proactive and having high sense of responsibility, trustworthy and team work spirit;
- Hands on experience with computerized HR system, Cadena system is preferred;
- Must be proficient in English (4 skills);
- Must be proficient in Microsoft Office, especially excel