



Canon Business Machines (Philippines), Inc.

PAYROLL AND BENEFITS ASSISTANT

Qualifications:

- Candidate must be a graduate of any 4-year course.
- Preferably with minimum of 6 months experience in Payroll and Benefits processing.
- Preferably with basic knowledge in any of the following:
 - Timekeeping
 - Payroll Processing
 - Government Number application
 - Government Benefits and Remittances processing
- Experience in a Japanese manufacturing industry is an advantage.
- Knowledgeable in MS Office application (Excel, Word, PowerPoint).
- Shall be flexible in exploring knowledge and handling all Payroll and Benefits procedures.
- Fresh graduates are welcome to apply.

Responsibility:

- Shall manage timekeeping related matter such as attendance monitoring (time-in, time-out, late, undertime, overtime and leave) including related reports.
- Process payroll account opening, TIN applications, Pag-ibig numbers and Philhealth numbers of newly hired employee.
- Process and monitor company and government loans of employee.
- Conducts orientation to newly hired employees related to Payroll and Benefits.
- Shall conduct Official Business as required related to Payroll and Benefits process.
- Handles administrative functions pertaining to Philhealth, SSS, BIR and Pag-ibig Transactions (loans applications, contributions, payments, and change status)
- Prepare and process SSS Maternity and sickness applications and reimbursement.