

Human Resource And Payroll Executive Jobs In Sharjah | Dhanya Ref Co LLC

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Company: Dhanya Ref Co LLC

Location: Sharjah

Category: office-and-administrative-support

Human Resource And Payroll Executive Jobs In Sharjah | Dhanya Ref Co LLC

Job Description

Responsibilities are not limited to:

Collect daily, weekly or monthly timesheets

Calculate bonuses and allowances

Prepare employees' compensation by the end of each month

Schedule bank payments or hand out paychecks directly to employees

Distribute payment statements and gather signed receipts (digital or paper)

Report on payroll expenses

Ensure wages and tax withholdings comply with regulations

Enter new employees' data (e.g. bank accounts and tax identification numbers) into internal databases

Answer questions about compensation, benefits, taxes and insurance deductions

Skills

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 labor legislation

Time-management skills

Ability to handle confidential information

Human Resources or relevant field

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