



# ***We're Hiring!***

## **Executive, HR Payroll**

### **JOB RESPONSIBILITIES**

- Process monthly payroll accurately and on time for all eligible employees
- Maintain payroll records, including attendance, leave, overtime, incentives, deductions, and adjustments
- Coordinate with operations and HR teams to ensure accurate employee data and payroll inputs
- Ensure statutory compliance related to payroll (PF, tax, gratuity, etc.) as per company policy and local labor laws
- Prepare payroll reports, MIS, and reconciliation statements
- Handle payroll-related queries from employees and provide timely resolutions
- Support employee onboarding and exit payroll formalities (final settlement, clearances)
- Maintain confidentiality of payroll data and employee information
- Assist in audits and ensure proper documentation and compliance
- Support HR operations activities as and when required

### **REQUIREMENTS**

- Minimum 2-4 years of experience in HR Payroll or related HR operations
- Bachelor's degree in Human Resources, Business Administration, Accounting, or related field
- Strong knowledge of payroll processing, statutory compliance, and labor laws
- Proficiency in Excel, payroll systems, and HRIS
- Good communication, coordination, and analytical skills
- Ability to meet strict deadlines and work under pressure
- High level of accuracy, integrity, and attention to detail
- Only Female candidates are eligible to apply

**Apply Now At:**

**[mosabbir.reza@jublfood.com](mailto:mosabbir.reza@jublfood.com)**