

WE ARE HIRING!

PAYROLL OFFICER

JOB FUNCTION

- Human Resources
- Payroll Management
- Employee Relations

JOB LEVEL

- Entry- to Mid-Level

EMPLOYMENT TYPE

- Full-Time

WORK SETUP

- Hybrid: Office and Remote
- Shift Schedule: 9:00 AM to 6:00 PM

JOB DESCRIPTION

- The HR & Payroll Officer is responsible for managing payroll processing, employee records, and HR administrative tasks.
- This role ensures accurate and timely compensation, compliance with labor laws, and effective HR operations to support the company's workforce.

APPLICATION PROCESS

- Interested applicants may submit their resumé and cover letter to agilepartners@hustle-ph.com.

KEY RESPONSIBILITIES

- Process payroll accurately and in a timely manner, ensuring compliance with tax and labor regulations.
- Maintain and update employee records, including contracts, benefits, and performance evaluations.
- Handle government-mandated contributions (SSS, PhilHealth, Pag-IBIG, and BIR tax filings).
- Assist in recruitment, onboarding, and training processes for new employees.
- Support employee relations, engagement, and performance management initiatives.
- Ensure HR policies and procedures are followed and updated as necessary.
- Prepare payroll reports and HR-related documentation.

QUALIFICATIONS

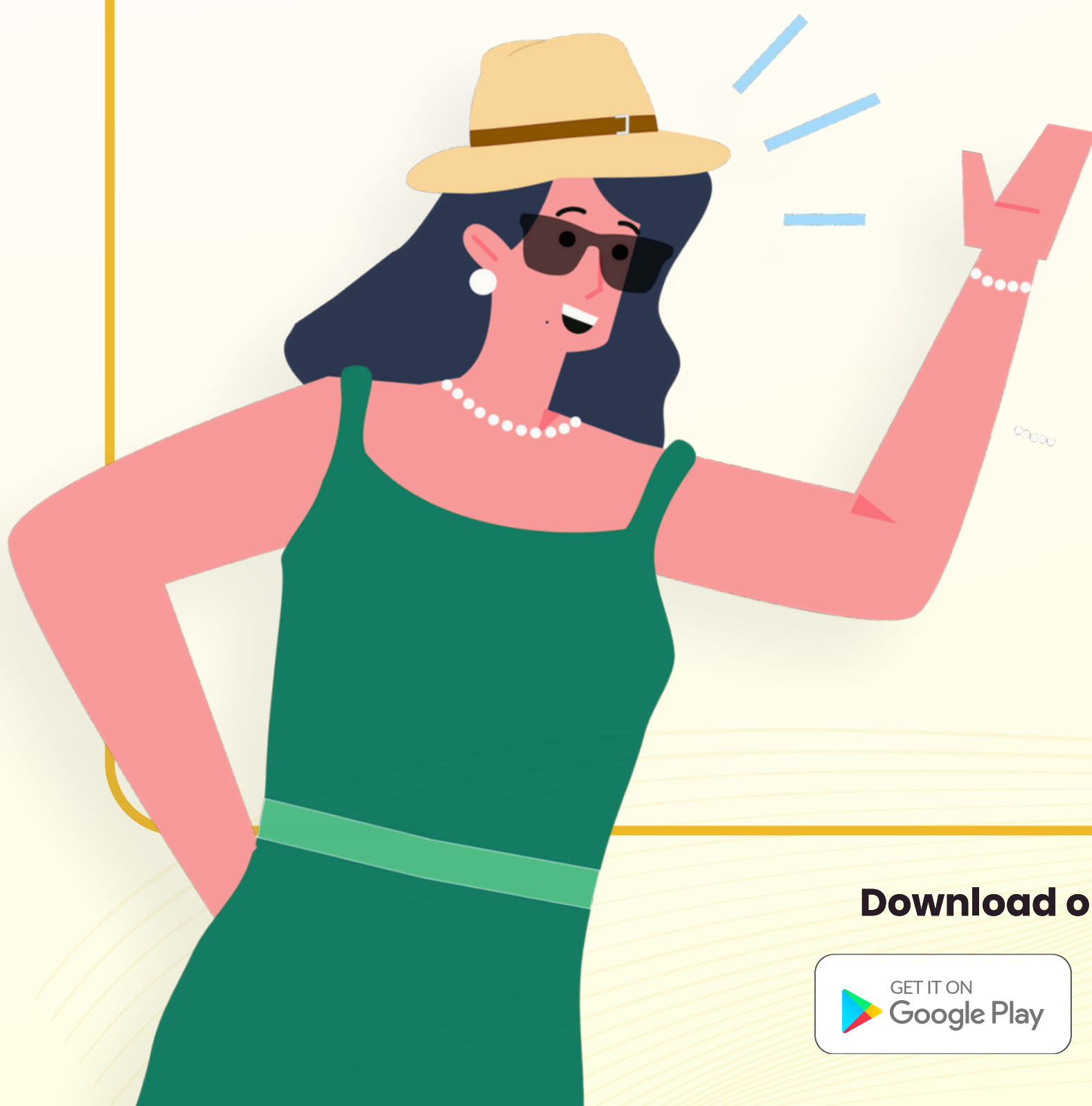
- Bachelor's Degree in Human Resource Management, Business Administration, Accounting, or a related field.
- Fresh graduates are welcome to apply; however, candidates with 1 to 3 years of experience in HR, payroll processing, or related functions are preferred.
- Knowledge of Philippine labor laws, payroll systems, and government-mandated benefits.
- Strong attention to detail, organizational, and time management skills.
- Proficiency in Microsoft Office and payroll software.
- Excellent communication and interpersonal skills.

PREFERRED QUALIFICATIONS

- Experience using payroll and HR management systems.
- Background in employee engagement and training.
- Understanding of compensation and benefits administration.

COMPENSATION AND BENEFITS

- Competitive salary based on experience.
- Opportunities for professional growth and training.
- Hybrid work setup with flexible working hours.



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