## The Student Centre C1503

**TMF Group**

**Associate - HR & Payroll Services (Job no: 551988)**

**TMF Group** is a leading provider of critical administrative services, helping clients invest and operate safely around the world. They provide legal, financial and employee administration in 120 offices, in jurisdictions covering more than 92% of world GDP and 95% of FDI inflow. They serve corporates, financial institutions, asset managers, private equity and real estate investors, and family offices. TMF Group’s clients include more than 60% of the Fortune Global 500 and FTSE 100, and almost half the top 300 private equity firms. The company is now looking for high-calibre candidates to join them.

**Job Purpose:**

This position will be working closely with the HR & Payroll Services Team in daily deliverable of services to a portfolio of clients.

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| Responsibilities: | * Manage the preparation and maintenance of payroll data to the highest levels of accuracy and performed timely;
* Ensure related tax and MPF compliance;
* Prepare various reports to meet clients’ needs;
* Maintain good relationship with clients;
* Assist in ad hoc projects as assigned
* Report employee movement (new joiners & termination) & dependent enrolment
* Maintain Club Membership Master list – Club nomination & termination
* Process Rental Reimbursement application and prepare RR calculation for leavers
* Answer EE queries related to their benefits plan (e.g. medical claim, pension scheme)
* Invoices settlement
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| Requirements: | * Degree holder of HRM/ Accounting or any related discipline is preferred;
* Fresh graduate are welcomed to apply
* Knowledgeable in Hong Kong Employment Ordinance, taxation, MPF and related ordinances;
* Previous exposure in sizable companies or professional firms will be an advantage;
* Fluency in spoken and written Mandarin and English;
* Great interpersonal and communication skills;
* Detail-minded and numerical sensitive person;
* Immediate available is highly preferred
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| Office Location | Hong Kong |

**How to Apply:**

Apply through TMF Group [website](http://careers.tmf-group.com/cw/en/job/551988/associate-hr-payroll-services) or send your full resume by email at puva.s@tmf-group.com. Please specify the job no. in your email subject. Shortlisted applicants will be directly contacted by TMG Group.