# Job Description

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| **Position Title:** | **Staff/Sr.Staff** |
| **Division/Country:** | Distribution Compensation |
| **Immediate Supervisor’s Position Title:** | Distribution Compensation Manager |
| **Role Purpose:** Responsible for quality and highly professional services for compensation administration functions. |
| **Organization Context*:*** * Support compensation team in administration tasks: Executes the agency payroll administration related to bank account, tax invoice, pay slip
* Provide information and communication when having Agency, partners’ feedback on report/payment results…etc.
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| Key Accountabilities |
| 1. Accurate & timely process for bank account updated.
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| 1. Provide monthly agent income pay slip.
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| 1. Work with FA team to follow up tax invoice.
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| 1. Support Payroll Processing in admin tasks.
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**Autonomy**

* + - 1. Prioritizing the working schedule of the assigned tasks.
			2. Process with bank and bank account, tax invoice open for agency within the approved guideline.

**Problem Solving**

**Job Requirements**

1. Qualification: University degree, preferably in Economics/Mathematics/Business Administration
2. Knowledge: Computer literacy: MS offices (Word, Excel)
3. Skills:
* Careful & detail oriented
* Strong in data entry, merge documents