

WE ARE LOOKING FOR

Timekeeper

Work base: Compostela, Cebu

RESPONSIBILITIES

- Preparation of timekeeping data for payroll.
- Monitoring of personnel attendance (leave/absences, tardiness, overtime, undertime, and among others).
- Preparation of Monthly Man-hours Report for the monthly critical report use.

QUALIFICATIONS

- Has at least a Bachelor's degree in Human Resource Development Management, Management Accounting or any business-related courses.
- Preferably with at least 6 months experience in timekeeping or Payroll.
- Can work under pressure and with less supervision.
- Willing to work beyond the normal working hours.
- Must be proficient in Computer applications.