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# Example of Senior Representative Job Description

Our company is growing rapidly and is looking to fill the role of senior representative. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for senior representative

* Coordinate and participate in bi-weekly and supplemental payroll processing for the Company’s multiple entities
* Compile all payroll data and accurately enter information in the Payroll/Timekeeping system
* Ensure proper deductions for benefits, taxes, garnishments
* Ensure payroll data is accurate and prepared for data transfer from the HRIS system to the accounting system, with the ability to resolve any discrepancies
* Resolve or escalate payroll issues to ensure timely processing of the Company payroll and verify compliance with applicable governmental and regulatory guidelines
* Prepare accounts payable vouchers for payments, as needed
* Prepare, generate and print checks and direct deposit advices
* Scan, file and maintain all payroll documentation and employees’ payroll records
* Design, produce and maintain ad-hoc reports and/or spreadsheets
* Complete requests for wage and employment verifications

## Qualifications for senior representative

* Ability to travel extensively across Malaysia and Singapore will be integral to this role
* Specialty care experience will be highly regarded, as will Bahasa Melayu language skills
* Friendly personality and ability to work independently, with a solutions-oriented attitude
* Balance business intent and our customer’s needs to design creative solutions that make our customers lives better and show
* Willingness to to make things happen (compliantly), ensuring flawless execution and with discipline
* Work closely with dispatch, inside sales, credit, operations, QC, to ensure that MM becomes the supplier of choice