



Schneider Electric is the global leader in energy management and automation. With revenues of €24.7 billion in FY2017, our 142,000 employees serve customers in over 100 countries, helping them to manage their energy and process in ways that are safe, reliable, efficient and sustainable. From the simplest of switches to complex operational systems, our technology, software and services improve the way our customers manage and automate their operations. Our connected technologies will reshape industries, transform cities and enrich lives.

At Schneider Electric, we call this Life Is On.

We are currently seeking a professional to join Schneider Electric as Payroll Technical Specialist

Location: Selangor, Malaysia

In this role, you will

Key Responsibilities:

- The Payroll Technical Specialist will be part of a regional payroll team which is responsible for the payroll administration and system maintenance. The incumbent, partnering with external vendors, will maintain payroll system to ensure accurate processing of pay, leaves and benefit entitlement as well as requirement study, analysis, implementation and post-live support of a web-based system.

Other Responsibilities:

- Provide information for employee query(s) within the stipulated timeframe as indicated in the Service Level Agreement (SLA).
- Maintain proper filing and documentation of SOP and job aids pertaining to payroll systems
- Create and execute testing plans and coordinate User Acceptance Test (UAT)

To be successful in this role, you should meet the following requirements:

The successful candidate must possess degree in computer science/IT or equivalent with 1 year of relevant working experience. It is important this candidate must enjoy doing payroll as this forms a majority part of the job scope, enjoy working collaboratively and seeing a piece of work through to completion. The ability to plan, prioritize and have a positive attitude to embrace changes is required.

Skills:

- - IT savvy
- - Proficient in MS Excel & SQL queries
- - Strong in SQL scripts development
- - Fresh graduate may be considered.

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As a global specialist in energy management with operations in more than 100 countries, Schneider Electric offers integrated solutions across multiple market segments, including leadership positions in Utilities & Infrastructure, Industries & Machines Manufacturers, Non-residential Buildings, Data Centres & Networks and in Residential. Focused on making energy safe, reliable, efficient, productive and green, the Group's 142,000 plus employees achieved sales of 24.7 billion euros in 2017, through an active commitment to help individuals and organizations make the most of their energy.

Achieve your potential - build an exciting career

Discover the opportunity to join an international, dynamic, and responsible company that fosters the development of all its people and communities around the world. Every day, we challenge employees to achieve more and experience exciting careers. Find out how our values and sustainable performance make Schneider Electric the employer of choice.

We are currently seeking a professional to join Schneider Electric as Digitization Specialist

Location: Selangor, Malaysia

In this role, you will

- Support/implement Global, East Asia Japan&Pacific regional HR applications, and act as the key contributor to HR digitization as well as data analytics roadmap.
- Participate in the HR Information System Roadmap Design
- Interpret HR processes into IT solutions
- Deliver solutions for HR data integration and data analytics
- Prepare documentation and user guides
- HR Systems enhancement and daily support to key users

To be successful in this role, you should meet the following requirements:

- 3+ Years working experiences in IT fields using C# language
- Good communication skills in English (Mandarin would be an added advantage)
- IT deployment project management experience

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