About Johnson & Johnson

At Johnson & Johnson, we believe health is everything. Our strength in healthcare innovation empowers us to build a world where complex diseases are prevented, treated, and cured, where treatments are smarter and less invasive, and solutions are personal. Through our expertise in in pharmaceutical, and medical devices and diagnostics markets Janssen and MedTech, we are uniquely positioned to innovate across the full spectrum of healthcare solutions today to deliver the breakthroughs of tomorrow, and profoundly impact health for humanity. Learn more at <https://www.jnj.com/>.

1. 포지션: Payroll Intern  
2. 근무지: 서울시 용산구

3. 근무 형태: Intern (6 months – Nov 4th, 2024~ May 3rd, 2025)

**[Summary]**

Payroll team provides payroll services globally, ensuring accuracy, compliance and timeliness for employees and the relevant government authorities. We also provide data feeds to the Finance teams to ensure accurate accounting and reconciliations. Payroll has a strong partnership with HR, Finance and IT and strives to deliver an efficient and cost-effective service to employees.

**[Responsibilities]**

- Monthly payroll processing including preparation, check and report (Payroll, Severance payment, etc.)

- Manage Tax & Social insurance data

- Off-boarding: Final pay (e.g. Retirement pension) and document supporting for terminated employees

- Support Year-End Tax Settlement

- Others: Payroll-related query answering, Document supporting, etc.

**[Requirements]**

- Above bachelor's degrees

- Available to work for the entire duration of the designated internship period (6 months – Nov 4th, 2024~ May 3rd, 2025)

- Proficient in Excel

- Good command of Business English

**[지원 방법]**   
www.careers.jnj.com 접속 -> Position Number 2406212321W 검색 -> 해당 모집 공고의 “Apply Now” 클릭 후 온라인 지원 프로세스 진행

**[제출 서류]**

국문 혹은 영문 자유 양식의 이력서/자기소개서

**[서류 마감일]**   
채용시 마감

**[For more Johnson & Johnson]**

- J&J Linkedin: <https://www.linkedin.com/company/johnson-&-johnson/>

- J&J Corporate Page: <http://www.jobkorea.co.kr/Company/1605233/Info>

**[유의사항]**

- 국가보훈 대상자 및 장애인은 관련 서류 제출 시 관계 법령에 의거하여 우대합니다.

- 서류 전형 합격자에 한하여 개별 통보합니다. 단, 회사 사정에 따라 지연될 수 있습니다.

- 입사 지원 서류에 허위 사실이 발견될 경우, 채용 확정 이후라도 채용이 취소될 수 있으며 향후 채용이 제한됩니다.

- 제출된 서류는 반환되지 않으며, 별도 요청 시 삭제합니다.

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