



Payroll Specialist/給与計算担当 | バイリンガル×3年以上のペイロールの経験をお持ちの方 | 週2回在宅勤務

社員みんなが仲良く、アットホームな環境！キャリアクロスから入社したメンバーが活躍

## Job Information

### Hiring Company

i-Admin Japan K.K.

### Job ID

1469746

### Industry

Other (Consulting and Professional Services)

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

4.5 million yen ~ 6 million yen

### Refreshed

May 9th, 2024 01:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Business Level

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

**Company Overview:** i-Admin is a leading regional provider of payroll outsourcing services, committed to delivering accurate and timely payroll solutions to our diverse clientele. As part of our commitment to talent development, we foster a dynamic work environment that encourages cross-departmental training, allowing our team members to broaden their skill set and contribute to the overall success of the company.

**Position Overview:** We are seeking a highly motivated and detail-oriented Payroll team member to join our Service Delivery department. The primary responsibility of this role is to efficiently process clients' payroll, ensuring accuracy and compliance with local regulations. During low peak periods, the selected candidate may have the opportunity to engage in cross-training within other departments, contributing to a versatile and skilled workforce.

日本を含むアジア15カ国の様々な業界のクライアントにサービスを提供しているため、他国のペイロールを学ぶ機会があり、スキルアップが可能です。

With clients spanning across various industries in 15 Asian locations, including Japan, you will have the opportunity to learn

about the payroll handling in other countries and improve your skills.

#### **Key Responsibilities:**

##### **1. Payroll Processing:**

- Accurately process clients' payroll in adherence to local regulations and company standards.
- Verify and reconcile payroll data to ensure precision and completeness.
- Assist in tax, social insurance related issues.
- Collaborate with team members to address phone-in and email inquiries and concerns from clients.

##### **2. Cross-Departmental Training:**

- Participate in cross-training initiatives during low peak periods.
- Gain exposure to other departments such as Finance and Administration.
- Contribute insights and skills to enhance the overall capabilities of the organization.

##### **3. Communication:**

- Maintain good relationship and effective communication with clients, vendors and internal teams.
- Provide timely updates on payroll processing status and address any potential issues.

##### **4. Compliance:**

- Stay informed and aware of local labor laws and regulations to ensure payroll compliance.
- Assist in implementing process improvements to enhance efficiency and compliance.

## **Required Skills**

#### **Qualifications & Experience:**

- Degree holder in any discipline
- Candidates with over 3 years solid working experience in payroll function, within one of the following is mandatory:
  - Practical experience in payroll calculation, social insurance procedures, and welfare-related procedures (such as DC and savings plans) at a business with over 200 employees.
  - At least 1 year of experience working at a Sharoshi office (with the payroll handling for hundreds to thousands employees).
  - At least 1 year of experience working at a BPO/outsourcing company (with the payroll handling for hundreds to thousands employees).

#### **Knowledge & Skills Required:**

- Candidates with proficiency in both written and spoken Japanese, along with at least communicational level of English
- Knowledge in MS Office.
- Deep knowledge in Japanese payroll, health insurance, pension, unemployment insurance, resident tax activities.
- Strong organizational, analytical, communication, and interpersonal skills.
- Ability to work collaboratively in a team environment, adapt to changing priorities and handle multiple tasks simultaneously.
- Adaptable and enjoy challenges with a proactive attitude.
- Responsible, determined, result-oriented, cooperative, hard-working, considerate.
- Willingness to occasionally work under pressure and meet deadlines.

## **Company Description**