



## Client Service Representative (Payroll) / クライアントサービス (給与計算業務)

Permanent, hybrid working, MNC company

### Job Information

#### Recruiter

ADP JAPAN G.K.

#### Job ID

1473279

#### Industry

Other (Consulting and Professional Services)

#### Company Type

Large Company (more than 300 employees) - International Company

#### Job Type

Permanent Full-time

#### Location

Tokyo - Other Areas

#### Salary

5 million yen ~ 6 million yen

#### Refreshed

May 3rd, 2024 00:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Native

#### Minimum Education Level

Associate Degree/Diploma

#### Visa Status

Permission to work in Japan required

### Job Description

#### Main Responsibilities

Work closely with client for accurate and timely payroll, social benefit and individual income tax related calculation  
お客様の給与計算、社会保険手続きなど人事給与業務

速やかにお客様の給与、税金及び社保関連業務を正しく扱う

- Coordinate closely with internal teams to ensure Client services and cases are monitored and delivered in and accurate, timely and professional manner.

社内のワークフローの基準を従って、各部署のレソースと効率的な連動

- Maintain client relationship to improve client's satisfaction

お客様の満足度を高めて、良好なお客様の関係を維持

- Provide suggestions, counselling, and updates to Clients in areas of Labour Laws, local regulations, IIT policy, HR processes etc.  
お客様に給与、所得税それとも社保に関する問題を回答、それともお客様に給与関連業務を提供
- Maintain client services procedure manuals and business process documents

操作マニュアル、業務ワークフローなど文書をメンテナンス

- Participates in testing and validation of services and system upgrading

給与に関するシステムのテストも積極的に協力

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## Required Skills

### Qualifications & Experience

- College degree or above

大卒以上

- Good service attitude, service industry is welcome.

おもてなしところで、優良なサービスを提供

- Good in data processing and detailed oriented

優れたデータ処理技能、細かいところまで丁寧に扱う

- Strong experience in HR experience, payroll knowledge is plus.

人事事務サービス経験（給与・社保）

- Excellent command of written & oral English

英語能力良好、外資経験や、海外での就業経験を歓迎

- Good team spirit, communication and interpersonal skill

チームワークが得意、優れたコミュニケーション能力をお持ちの方

- Good computer skills particularly in Excel, Word and PPT

Excel、Word、PPTなどパソコン技能を習熟

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## Company Description