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SAP Payroll Implementation Consultant /SAP 人事給与システムコンサルタント

Permanent, hybrid working/F500 MNC

Job Information

Recruiter
ADP JAPAN G.K.

Hiring Company
ADP Japan

Job ID
1473322

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
8 million yen ~ 10 million yen

Refreshed
May 20th, 2024 03:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

- Conduct blueprinting workshops to obtain the client's requirements.
- Work with client and client's previous vendors to ensure proper understanding and gathering of all existing data, information and processes.
- Provide analysis and solution to client to enhance client practices or match client process with ADP operation standards in terms of system, dispatching, social benefits, and core payroll services.
- Design and document the client's solution including their business requirements, their HR out-sourcing process and any program specifications required according to ADP's documentation guidelines
- Liaise with clients throughout the data cleansing, mapping and conversion phase and provide any assistance required including performing data loads and reconciliation

- Provide end user training including creating training material and training systems.
- Generate test scripts to enable clients to adequately test the solution
- Support clients throughout the UAT, Parallel and Go-Live phases.
- Escalate project issues to Implementation Manager including scope variations, task slippages and any risks that may arise during the project.
- Liaise with internal teams to ensure that client's requirements are understood and timeframes are adhered to

Required Skills

- University degree or above, majored in Computer Science or Information Management related
- 3+ years experienced in SAP HR / Payroll Industry
- Certified SAP HR / Payroll Consultant is preferred
- At least 1 full-cycle experience of Japan HR / Payroll project
- Good English and Japanese (as mandatory) language skills and can communicate with clients
- Professional manner and presentation and ability to set, manage and satisfy client's expectations through personal involvement or delegation
- Ability to understand and work with different cultures professionally.
- Client focused, demonstrate concern for meeting and exceeding immediate and future needs of clients
- Ability to prioritize tasks and work efficiently across various internal teams and clients
- Ability to use tools such as Microsoft Excel, Word, PowerPoint, Project and Visio to effectively update and maintain documentations / presentations / demonstrations

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Company Description