



## Service Delivery Manager (Payroll Services)

人事／ペイロール／労務(C&B)経験5年以上をお持ちの方募集中！

### Job Information

**Hiring Company**

i-Admin Japan K.K.

**Job ID**

1537301

**Industry**

Other (Consulting and Professional Services)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7 million yen ~ 9 million yen

**Refreshed**

June 25th, 2025 04:00

### General Requirements

**Minimum Experience Level**

Over 6 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

We are seeking a dynamic individual to join our team as a Service Delivery Manager, responsible for establishing and managing our Tokyo operations center. This role offers a unique opportunity to build a career in the evolving digital economy.

**Key Responsibilities:**

- **Develop Payroll Capabilities:** Enhance Japan's payroll services to meet the needs of both local and regional clients.
- **Lead and Inspire:** Provide clear direction and leadership to the team, ensuring performance standards are met or exceeded.
- **Manage Payroll Activities:** Oversee monthly payroll processes to ensure accurate and timely deliverables.
- **Client Issue Resolution:** Act as the primary point of escalation for client issues, ensuring swift and effective resolution.
- **Ensure Compliance:** Maintain compliance with local statutory requirements and advise management on necessary actions.
- **Collaborate Across Borders:** Work with international units to drive strategic initiatives and support business teams effectively.

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## Required Skills

### **Qualification & Experience:**

- Native level Japanese and fluency in spoken and written English
- A degree in business, management, accounting, payroll etc
- 5 years+ of HR / payroll / compensation & benefits / accounting experience in an international business environment
- Proven experience in building and leading a team
- Exposure working in a matrix organization requiring strong management, collaboration and teamwork skills
- Productivity driven, eager to strive for continued quality improvement
- Of unquestioned personal and professional integrity
- Ability to work in a fast paced environment
- Willingness to travel

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## Company Description