



【未経験者OK|ハイブリッド】 Payroll Executive/給与計算担当 | バイリンガル×新卒・第二新卒歓迎

◆丁寧な研修制度あり ◆成長意欲を重視 ◆専門スキルが身につく

Job Information

Hiring Company

i-Admin Japan K.K.

Job ID

1555133

Division

Service Delivery

Industry

Other (Consulting and Professional Services)

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience ~ 4 million yen

Refreshed

August 14th, 2025 16:12

General Requirements

Career Level

Entry Level

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

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 Executive 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.

Key Responsibilities:

- Responsible to provide payroll services to our clients, including daily/monthly/yearly activities.
- Assist in tax, social insurance related issues
- Handle phone-in and email enquiries on our services
- Maintain good business relationship with clients and vendors
- Manage customer requests and coordinate with various parties to ensure customer requests are handled promptly and accurately

Training Program Upon Joining: We provide a comprehensive training program lasting at least one month, possibly extending further. This includes hands-on learning with textbooks, materials, and exercises. Our supportive environment encourages collaboration and growth, ensuring new hires feel comfortable and are well-equipped for their roles. Strong eagerness to learn and interest in the role will be a great asset to have in this role.

Required Skills

Qualifications & Experience:

- Degree holder in any discipline
- Fresh Graduates or candidates with 1-3 years working experience

Knowledge & Skills Required:

- Proficient in written and spoken English and Japanese
 - Knowledge in payroll & Bugyo is advantageous but not mandatory
 - Knowledge in MS Office
 - Organized, analytical, good communication and interpersonal skills
 - Ability to work within a collaborative environment and multi-task
 - Adaptable and enjoy challenges with proactive attitude
 - Responsible, determined, result-oriented, cooperative, hard-working, considerate.
 - Acceptance to occasionally work under pressure and meet deadlines
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Company Description