



## JOBKAN T&A Implementation Consultant (3-6 months fixed term)

**MNC culture, Flexible hours, Hybrid WFH**

### Job Information

**Hiring Company**

[Links International](#)

**Job ID**

1600629

**Industry**

Other (Consulting and Professional Services)

**Company Type**

International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Contract

**Location**

Tokyo - 23 Wards, Minato-ku

**Train Description**

Ginza Line Station

**Salary**

4 million yen ~ 10 million yen

**Salary Bonuses**

Bonuses included in indicated salary.

**Holidays**

Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

**Refreshed**

July 2nd, 2026 20:05

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Basic (Amount Used: English usage about 10%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

**Job Responsibilities:**

- 
- Responsible for implementing JOBCAN Attendance and Time Management system in Japan. Experience of implementing Jobcan Time and Attendance System would be preferable.
  - Engage with clients to understand their business processes, requirements, and challenges. Provide expert guidance on best practices for implementation analysis.
  - Manage and oversee various phases of the Time and Attendance projects such as requirements review, design, development, delivery, testing, change requests and release go-live
  - Work together with multi-country teams for high level design review to ensure that it aligns with regional HR standards and best practices
  - Prepare detailed project documentation, including project plans, user manuals, and training materials for future reference
  - Develop and deliver comprehensive training programs for clients and HR users.
  - Identify project delivery opportunities and mitigate risks along with very detail project planning of various phases and releases
  - Manage project risks and issues, provide timely progress report and communication
  - Ensure milestones are well defined and monitored; ensure alignment between technical and payroll teams and budgets
  - Manage internal and external stakeholders and relationship in a multi-cultural environment
- 

### Required Skills

- 3 to 6 months fixed term employment contract
  - Solid working experience in **Japan payroll clients onboarding**, including planning of resources, timelines and tasks
  - At least 3 years working in **payroll outsourcing project implementation**
  - Experience in **Time & Attendance module** will be advantageous
  - Sound knowledge of **Japan payroll** requirements and familiar with **Japanese local payroll systems**
  - Excellent communication and influencing skills, able to manage stakeholders independently
  - Multi-tasking skill in a fast-paced environment and take ownership of end-to-end problem resolutions
  - Fluent in spoken **English** and **Japanese**
- 

### Company Description