



【未経験者OK】 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

## 募集職種

### 採用企業名

i-Admin Japan株式会社

### 求人ID

1465887

### 部署名

Service Delivery

### 業種

その他（コンサルティング・土業）

### 会社の種類

中小企業（従業員300名以下） - 外資系企業

### 雇用形態

正社員

### 勤務地

東京都 23区

### 給与

経験考慮の上、応相談～400万円

### 更新日

2025年06月02日 00:00

## 応募必要条件

### キャリアレベル

新卒・未経験者レベル

### 英語レベル

ビジネス会話レベル

### 日本語レベル

ネイティブ

### 最終学歴

大学卒：学士号

### 現在のビザ

日本での就労許可が必要です

## 募集要項

**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.

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## スキル・資格

### 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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## 会社説明