



Payroll Manager (payroll vendor company)

募集職種

採用企業名

[Links International](#)

求人ID

1533271

業種

ビジネスコンサルティング

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区, 港区

最寄駅

銀座線、 虎ノ門駅

給与

750万円 ~ 経験考慮の上、応相談

ボーナス

固定給+ボーナス

休日・休暇

Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

更新日

2025年07月16日 01:00

応募必要条件

職務経験

10年以上

キャリアレベル

エグゼクティブ・経営幹部レベル

英語レベル

ビジネス会話レベル (英語使用比率: 50%程度)

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

Payroll Manager

Highlights:

- MNC culture, flexible hours, hybrid work from home
- Competitive remuneration package, health benefits and other benefits
- Career development opportunity, training subsidy, regional exposure

Key Responsibilities:

- Lead a team to provide our award-winning payroll service to clients and maintain client relationship on regular basis
- Check and review clients' payroll calculation prepared by the payroll team members
- Process social insurance, pension and tax submission for clients' payroll
- Liaise with local authorities and service providers in relation to pension, social insurance, tax and other statutory matters
- Provide professional labor and social security advices to the payroll team and clients
- Participate clients meeting and provide professional advices on HR issues relate to labour laws and employment act
- Provide operational and administrative support to regional payroll teams

スキル・資格

- Proven track record of managing a Payroll Outsourcing Team
- Solid experience in end-to-end payroll processing for Japan clients
- Experience working in payroll outsourcing companies or shared services will be advantageous
- Able to manage high volume payroll processing in a fast paced environment
- Must be good in Microsoft Excel, payroll system and sensitive to numbers
- Action-orientated, detail minded and organised
- Fluent in Japanese and able to communicate in English (verbal and written)
- PLEASE SEND ENGLISH CV

会社説明