



【Hybrid Work】 Assistant Payroll 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！

募集職種

採用企業名

i-Admin Japan株式会社

求人ID

1553765

業種

その他（コンサルティング・士業）

雇用形態

正社員

勤務地

東京都 23区

給与

550万円 ~ 800万円

更新日

2025年09月09日 03:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

流暢

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

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.

スキル・資格

Qualification & Experience:

- Native level Japanese and fluency in spoken and written English
- A degree in business, management, accounting, payroll etc
- 3 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

会社説明