



給与サービスクライアントデリバリー経理/ Payroll Service Client Delivery Manager 独占求人

MNC culture, Flexible hours, Hybrid WFH

募集職種

採用企業名

Links International

求人ID

1562992

業種

その他（コンサルティング・土業）

会社の種類

大手企業（300名を超える従業員数）・外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区、港区

給与

800万円～2000万円

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

2026年02月05日 15:00

応募必要条件

職務経験

6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（英語使用比率：75%程度）

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

Payroll Manager

Successful candidate will be contacted by email. Job interviews will be conducted by English.

Key Responsibilities:

- Provide our award-winning **payroll outsourcing service to clients** to maintain client relationship on regular basis
- Responsible for clients' payroll calculation (e.g., salaries, leave, commission, and other compensation calculations)
- **Lead a payroll team** to provide payroll outsourcing services and responsible for the team's Service Level Agreement
- Review payroll computations, payroll reports, bank submission file, annual returns prepared by payroll team members and ensure accuracy
- Work with Headquarter on bank files authorization
- Liaise with providers and local authorities in relation to pensions, social insurances and taxes
- Maintain updated and accurate payroll data and staff information in the Payroll System
- Participate clients meeting and provide professional advices on HR/ payroll issues and any other issues relate to employment act
- Manage HR reports such as movement, headcount, summary, cost centre allocation and payroll breakdown reports
- Assist and coach team members on the best way to communicate with clients should there be any issues
- Implement SOP on certain payroll processing and update from time to time
- Should there be any errors, understand the errors made by the team members and advise the solution diagram to prevent the same issues from happening again
- Responsible for implementing a new payroll setup (database, payroll & leave administration)

スキル・資格

- Minimum 5 years **working in a Payroll Outsourcing / Sharoushi vendor is a MUST**
- **Proven track record of team leadership**, directly manage a payroll team
- Fluent in Japanese and English
- **English CV with email contact** is required

会社説明