



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



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・士業）

## 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**