

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

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~1000万円

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

2025年11月17日 00:00

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

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

会計説明