



Payroll Team Leader (payroll vendor) 給与サービスクライアントデリバリ 👍 独占求人

MNC culture, Flexible hours, Hybrid WFH

募集職種

採用企業名

Links International

求人ID

1583997

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

600万円 ~ 1000万円

ボーナス

給与：ボーナス込み

休日・休暇

Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

更新日

2026年04月21日 13:00

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

日常会話レベル (英語使用比率: 75%程度)

日本語レベル

ビジネス会話レベル

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)
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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
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会社説明