



Assistant Payroll Manager

募集職種

採用企業名

i-Admin Japan株式会社

求人ID

1597935

部署名

Service Delivery

業種

その他（コンサルティング・土業）

雇用形態

契約

勤務地

東京都 23区

給与

経験考慮の上、応相談

勤務時間

In accordance with company regulations

休日・休暇

In accordance with company regulations

更新日

2026年06月24日 18:46

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

日本語レベル

ネイティブ

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

《Job Description & Position Highlights》

- You will be responsible for providing client services, primarily focusing on year-end tax adjustments, as well as payroll processing and handling tax and social insurance matters.
- You will be able to leverage your expertise in year-end tax adjustments to support clients in accurately managing their payroll and tax operations.
- You will have the opportunity to enhance your management skills and professional expertise through client interactions and team leadership.
- You will collaborate with international team members in a global environment and contribute to operational

improvements and service quality enhancement.

【Job Responsibilities】

We are seeking an experienced payroll professional to join our Japan team as an Assistant Manager.

This role will take a lead position in delivering Year-End Tax Adjustment (年末調整) services to our corporate clients, while also supporting monthly payroll operations. You will bring deep technical knowledge, a commitment to accuracy, and the ability to coordinate effectively across internal teams and external partners.

< Key Responsibilities >

- Lead the end-to-end delivery of Year-End Tax Adjustment services, ensuring accuracy, compliance, and timely completion for our clients.
- Serve as a subject matter expert on Japanese payroll and YETA, with particular depth in complex deduction areas such as housing loan deductions, expertise in eITax and YETA validations
- Support monthly payroll processing activities to maintain service quality and meet client timelines.
- Act as a trusted client advisor, handling inquiries related to payroll, tax, and social insurance with professionalism and clarity.
- Coordinate with external tax accountants and other professional advisors as needed.
- Assist in building and supervising a small local service team, including temporary staff during peak periods.
- Work collaboratively with remote and international colleagues to drive process improvements and service excellence.
- Monitor regulatory changes and advise management on necessary actions to maintain compliance.

< Reporting Manager >

Service Delivery Manager

【Employment Type】

Contract Employee (Opportunity for Permanent Full-Time Employment After 1 Year, Subject to Performance)

【Salary】

Based on experience and skill level

【Working Hours】

In accordance with company regulations

【Work Location】

Tokyo, Japan

【Holidays & Leave】

In accordance with company regulations

【Benefits & Welfare】

In accordance with company regulations

スキル・資格**【Requirements】**

- A degree in business, management, accounting, payroll etc
- 5+ years of payroll, HR, or compensation & benefits experience in an international business environment, including substantive responsibility for Year-End Tax Adjustment.
- Deep working knowledge of Japanese payroll legislation, withholding tax, and social insurance.
- Native-level Japanese and fluency in spoken & written English
- Knowledge in Bugyo Cloud Group Shared Model is an added advantage
- Proficiency in Microsoft Excel
- Experience coordinating or supervising a small team.
- Strong interpersonal and client communication skills.
- Comfortable working in a cross-border, matrix environment.
- Detail-oriented and committed to maintaining high standards of service quality.
- Ability to work in a fast-paced environment

会社説明