



HRMS Implementation Consultant 【英語力活かせます】

MNC culture, Flexible hours, Hybrid WFH

募集職種

採用企業名

Links International

求人ID

1600356

業種

その他（コンサルティング・土業）

会社の種類

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

最寄駅

銀座線駅

給与

400万円 ~ 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06月30日 14:06

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル (英語使用比率: 10%程度)

日本語レベル

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

Job Highlights:

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- Experienced payroll processor; HR outsourcing and payroll service to client
 - MNC culture, 5-day week, flexible hours, work from home, annual salary increase
 - Career development opportunity; regional exposure
 - Work location: KDX Toranomon Bd., 1-10-5 Toranomon, Minato City, Tokyo

Job Responsibilities:

- Responsible for Japan HR Outsourcing projects including **Payroll project** implementation, **Time & Attendance system** implementation and clients onboarding
- Provide hands-on system configuration with Japanese local payroll systems
- Engage with clients to understand their business processes, requirements, and challenges. Provide expert guidance on best practices for implementation analysis.
- Manage and oversee various phases of the payroll/ time management projects such as requirements review, design, development, delivery, testing, change requests and release go-live
- Work together with multi-country teams for high level design review to ensure that it aligns with regional HR standards and best practices
- Prepare detailed project documentation, including project plans, user manuals, and training materials for future reference
- Develop and deliver comprehensive training programs for clients and HR users.
- Identify project delivery opportunities and mitigate risks along with very detail project planning of various phases and releases
- Manage project risks and issues, provide timely progress report and communication
- Ensure milestones are well defined and monitored; ensure alignment between technical and payroll teams and budgets
- Manage internal and external stakeholders and relationship in a multi-cultural environment

スキル・資格

- Solid working experience in **Japan payroll clients onboarding**, including planning of resources, timelines and tasks
- At least 3 years working in **payroll outsourcing project implementation**
- Experience in **Time & Attendance module** will be advantageous
- Sound knowledge of **Japan payroll** requirements and familiar with **Japanese local payroll systems**
- Excellent communication and influencing skills, able to manage stakeholders independently
- Multi-tasking skill in a fast-paced environment and take ownership of end-to-end problem resolutions
- Fluent in spoken **English** and **Japanese**

会社説明