Assistant Service Delivery Manager

Global Team | 2Days WFH | Payroll Expert

募集職種

採用企業名
i-Admin Japan株式会社

求人ID
1605468

部署名
Service Delivery

業種
その他 (コンサルティング・士業)

会社の種類
外資系企業

雇用形態
正社員

勤務地
東京都 23区

給与
600万円 ~ 経験考慮の上、応相談

勤務時間
9:30am ~ 6:30pm JST (Flex Time Possible)

休日・休暇
In accordance with company regulations

更新日
2026年11月10日 11:00

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
日常会話レベル (英語使用比率: 25%程度)

日本語レベル
ネイティブレベル

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

≪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 a. 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 elTax 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】
Permanent Full-Time

【Salary】
6 Million ~ Negotiable (based on experience and background)

【Working Hours】
9:30am ~ 6:30pm JST (Flex Time Possible)

【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 bachelor degree (those with business, management, accounting, payroll etc degrees are especially encouraged to apply)
- 3+ 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 basic communication 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