



Client Service Representative (Payroll) / クライアントサービス (給与計算業務)

Permanent, hybrid working, MNC company

Job Information

Recruiter

ADP JAPAN G.K.

Job ID

1473279

Industry

Other (Consulting and Professional Services)

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - Other Areas

Salary

5 million yen ~ 6 million yen

Refreshed

February 21st, 2025 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Main Responsibilities

Work closely with client for accurate and timely payroll, social benefit and individual income tax related calculation
お客様の給与計算、社会保険手続きなど人事給与業務

速やかにお客様の給与、税金及び社保関連業務を正しく扱う

- Coordinate closely with internal teams to ensure Client services and cases are monitored and delivered in and accurate, timely and professional manner.

社内のワークフローの基準を従って、各部署のリソースと効率的な連動

- Maintain client relationship to improve client's satisfaction

お客様の満足度を高めて、良好なお客様の関係を維持

- Provide suggestions, counselling, and updates to Clients in areas of Labour Laws, local regulations, IIT policy, HR processes etc.
お客様に給与、所得税それとも社保に関する問題を回答、それともお客様に給与関連業務を提供
- Maintain client services procedure manuals and business process documents

操作マニュアル、業務ワークフローなど文書をメンテナンス

- Participates in testing and validation of services and system upgrading

給与に関するシステムのテストも積極的に協力

Required Skills

Qualifications & Experience

- College degree or above

大卒以上

- Good service attitude, service industry is welcome.

おもてなしところで、優良なサービスを提供

- Good in data processing and detailed oriented

優れたデータ処理技能、細かいところまで丁寧に扱う

- Strong experience in HR experience, payroll knowledge is plus.

人事事務サービス経験（給与・社保）

- Excellent command of written & oral English

英語能力良好、外資経験や、海外での就業経験を歓迎

- Good team spirit, communication and interpersonal skill

チームワークが得意、優れたコミュニケーション能力をお持ちの方

- Good computer skills particularly in Excel, Word and PPT

Excel、Word、PPTなどパソコン技能を習熟

Company Description