



Implementation Consultant / 人事給与システムコンサルタント

Permanent, hybrid working/F500 MNC

Job Information

Recruiter

ADP JAPAN G.K.

Hiring Company

ADP Japan

Job ID

1473280

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

7 million yen ~ 8 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

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

ROLE PURPOSE

- To implement and support the ADP products/Services within China, utilizing best of breed methodologies, ensuring that our clients experience World Class Service resulting in the highest Quality solutions being delivered On Time and On Budget.
- ADPの人事給与システムを実装およびサポート、基準した方法に従って、お客様の要望を基づく、適切なソリューションを提供して、品質保証でシステムの実装とテストを行う、システムをコストより時間通り稼働になり、給与サービスを開始

RESPONSIBILITIES

- Conduct blueprinting workshops to obtain the client's requirements
- ブループリントワークショップより、お客様の要望を収集
- Work with client and client's previous vendors to ensure proper understanding and gathering of all existing data, information and processes.
- お客様より給与の現状と前のベンダの情報を収集、既存データ、情報、プロセスなどもまとめる
- Provide analysis and solution to client to enhance client practices or match client process with ADP operation standards in terms of system, dispatching, social benefits, and core payroll services.
- お客様の現状と要望を分析して、自社のスタンダードより、給与、社保など適切なソリューションを確定
- Design and document the client's solution including their business requirements, their HR out-sourcing process and any program specifications required according to ADP's documentation guidelines
- 自社の文書テンプレートより、確定したソリューションを文書化して、人事アウトソーシングのプロセスとスペシャル要件も含む
- Liaise with clients throughout the data cleansing, mapping and conversion phase and provide any assistance required including performing data loads and reconciliation
- お客様にデータの整理、マッピング、変換など協力し、データのアップロードと直すも含む
- Provide end user training including creating training material and training systems.
- お客様へ教育資料を作成、お客様への教育を行う
- Generate test scripts to enable clients to adequately test the solution
- テストスクリプトを用意して、お客様に確定したソリューションより正しくテストすることを協力
- Support clients throughout the UAT, Parallel and Go-Live phases.
- テスト、パラレル、稼働などをサポート。
- Escalate project issues to Implementation Manager including scope variations, task slippages and any risks that may arise during the project.
- Liaise with internal teams to ensure that client's requirements are understood and timeframes are adhered to;
- 社内各チームとの連絡とコミュニケーション、効率的な問題を報告と解決

Required Skills

QUALIFICATIONS & EXPERIENCE

- University degree, majored in computer science or related
- 大卒以上、IT専門歓迎
- Relevant experience in ERP system implementation, R&D, QA and etc. Nice to have HRIS exposure.
- ERPシステムの導入、開発、品質管理の経験があり、人事システム経験あり歓迎、OBC人事給与奉行経験がある方歓迎
- Knowledge of implementation methodologies
- Knowledge of support methodologies including use of an issue tracking system
- システムの導入・実装の知識と経験がある
- Ability to use a document management system
- Professional manner and presentation and ability to set, manage and satisfy client's expectations through personal involvement or delegation
- 人事給与の専門家として、お客様に満足度を高め、それともお客様の予期をよく管理して、最適なソリューションを提供
- Excellent written and verbal communication skills
- 英語能力良好、外資経験や、海外での就業経験を歓迎
- Excellent meeting management skills
- Client focused, demonstrate concern for meeting and exceeding immediate and future needs of clients
- 優れた接客の能力、お客様と打合せより、問題を解決、予期管理ができる
- Ability to priorities tasks and time management skills, ability to work across various projects, ability to lead a team of consultants to effectively implement a solution
- 優れた時間管理能力、複数のお客様と複数のプロジェクトを同時に進める、優先度を考えて適切な対応が速やかにできる
- Analytical thinking/problem solving skills – work systematically and logically to resolve problems, address opportunities or manage the situation at hand, identify causes, relationships and implications
- ロジックな考え方で、問題点の要因を見つける、速やかに解決する
- Ability to handle conflicts and negotiate a mutually acceptable solution across internal teams
- 社内の各部署とも連絡して、衝突の場合あれば、やさしくて解決できる

Company Description