



## SAP Payroll Implementation Consultant /SAP 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

1473322

#### 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

8 million yen ~ 10 million yen

#### Refreshed

January 27th, 2025 01:00

### 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

- Conduct blueprinting workshops to obtain the client's requirements.
- Work with client and client's previous vendors to ensure proper understanding and gathering of all existing data, information and processes.
- 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.
- 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
- Liaise with clients throughout the data cleansing, mapping and conversion phase and provide any assistance required including performing data loads and reconciliation

- Provide end user training including creating training material and training systems.
  - Generate test scripts to enable clients to adequately test the solution
  - Support clients throughout the UAT, Parallel and Go-Live phases.
  - 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
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## Required Skills

- University degree or above, majored in Computer Science or Information Management related
- 3+ years experienced in SAP HR / Payroll Industry
- Certified SAP HR / Payroll Consultant is preferred
- At least 1 full-cycle experience of Japan HR / Payroll project
- Good English and Japanese (as mandatory) language skills and can communicate with clients
- Professional manner and presentation and ability to set, manage and satisfy client's expectations through personal involvement or delegation
- Ability to understand and work with different cultures professionally.
- Client focused, demonstrate concern for meeting and exceeding immediate and future needs of clients
- Ability to prioritize tasks and work efficiently across various internal teams and clients
- Ability to use tools such as Microsoft Excel, Word, PowerPoint, Project and Visio to effectively update and maintain documentations / presentations / demonstrations

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## Company Description