



Senior Specialist Payroll

外資製薬会社での募集です。給与・社会保険のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資製薬会社

Job ID

1473974

Industry

Pharmaceutical

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 9 million yen

Work Hours

09:00 ~ 17:15

Holidays

【有給休暇】初年度 10日 4か月目から 【休日】完全週休二日制 土 日 祝日 年末年始 有給休暇：初年度は試用期間終了後1日...

Refreshed

July 6th, 2024 00:00

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2219619】

Key Responsibilities

Implement processes related to payroll delivery.

Provide Tier 2 support to inquiries related to payroll.

Serve as a subject matter expert for time and attendance.

Facilitate and participate in governance process used for analysis and approval of payroll work requests and projects.

Collaborate with Savings Plan Benefits to understand the savings and benefits calculations and the impact on payroll calculation.

Coordinate with Outsourced Service Provider regarding all policies programs and processes related to payroll.

Work with the HR Service Delivery Team to ensure service provider is achieving SLA's.

Assess the delivery impact of any HR Management Policy changes regulatory or compliance changes may have on the service provider and Payroll operations.

Aid in overseeing the implementation of payroll system solutions for U.S. based acquisitions.

Evaluate the vendor solutions for time and attendance and recommend changes as contracts are due to expire.

Interface with Total Rewards COE to identify and address any administrative needs related to global compensation and benefit programs. Leverage expertise to produce solutions that enable global consistency and standardization and facilitate exceptional performance.

Develop practical implementation plans for HR Service delivery taking into account any local regulations and/ or needs.

Proactively develop and maintain technical knowledge in specialized area (s)

Remaining up to date on current trends and best practices

Interface with payroll and benefits vendors as needed to ensure compliance with established procedures

Analyze vendor SLAs and maintain a scorecard to communicate performance to global process leaders and regional delivery leads

Required Skills

Qualifications experience and competencies Our ideal candidate would be a certified payroll professional with knowledge of and experience using Workday HCM fluent in Japanese English with minimum of 5 years Payroll relevant business experience of Japan and/or other countries including experience with time and attendance. In addition the following criteria apply: Bachelor's degree in accounting or finance; advanced degree a plus Experience working in a Shared Services environment and with a third party service provider. Comprehensive knowledge of Payroll Payroll Tax and Payroll Accounting and related end to end processes. Strong SAP Payroll technical expertise a plus Experience with time and attendance systems. The candidate must have ability to manage multiple tasks be well organized and have a proven track record of meeting or exceeding deadlines. Strong project management and leadership skills are very desirable. Strong oral written and interpersonal communication skills are vital. The successful candidate must be a self starter highly motivated and work with minimal supervision. Ability to analyze and diagnose situations and create innovative solutions to ensure organization effectiveness. Ability to see the "big picture". Ability to influence the actions of others through collaborative working relationships. Desire to work in a fast paced change oriented complex environment.

Company Description

ご紹介時にご案内いたします