

Payroll Team Leader チームリーダー/主任/課長【東京 | 外資系】

MNC culture, Flexible hours, Hybrid WFH

募集職種

採用企業名

Links International

求人ID

1458282

業種

その他（コンサルティング・土業）

会社の種類

外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区, 港区

最寄駅

銀座線、 虎ノ門駅

給与

500万円 ~ 経験考慮の上、応相談

ボーナス

固定給+ボーナス

休日・休暇

Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

更新日

2024年07月08日 03:00

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢 (英語使用比率: 75%程度)

日本語レベル

ネイティブ

最終学歴

短大卒 : 準学士号

現在のビザ

日本での就労許可が必要です

募集要項

Job Highlights:

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- Experienced payroll processor; HR outsourcing and payroll service to client
 - MNC culture, 5-day week, flexible hours, work from home, annual salary increase
 - Career development opportunity; regional exposure
 - Work location: KDX Toranomon Bd. 8F, 1-10-5 Toranomon, Minato City, Tokyo

Job Responsibilities:

- Provide our award-winning service to regional clients to maintain client relationship on regular basis
- Responsible for clients' payroll calculation (e.g., salaries, leave, commission, and other compensation calculations)
- Lead a team to provide payroll outsourcing services and responsible for the team's Service Level Agreement
- Review payroll computations, payroll reports, bank submission file, annual returns prepared by payroll team members and ensure accuracy
- Work with Headquarter on bank files authorization
- Liaise with providers and local authorities in relation to pensions, social insurances and taxes
- Maintain updated and accurate payroll data and staff information in the Payroll System
- Participate clients meeting and provide professional advices on HR/ payroll issues and any other issues relate to employment act
- Manage HR reports such as movement, headcount, summary, cost centre allocation and payroll breakdown reports
- Assist and coach team members on the best way to communicate with clients should there be any issues
- Implement SOP on certain payroll processing and update from time to time
- Should there be any errors, understand the errors made by the team members and advise the solution diagram to prevent the same issues from happening again
- Responsible for implementing a new payroll setup (database, payroll & leave administration)

スキル・資格

- Diploma or equivalent in Human Resources, Accounting or related disciplines
- 5 years of above relevant payroll processing experience gained from payroll outsourcing companies
- Proven track record of leading a team in delivering payroll outsourcing services with high standard SLA
- Sound knowledge in Japanese labour laws, tax laws, social insurance and employment insurance
- Familiar with payroll software, HRIS, MS Excel and sensitive to numbers
- Fluent in spoken and written Japanese; fluent in spoken English

会社説明