



## 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

### 募集職種

人材紹介会社

[ADP Japan](#) 合同会社

採用企業名

ADP Japan

求人ID

1473322

業種

その他（コンサルティング・土業）

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

雇用形態

正社員

勤務地

その他東京

給与

800万円 ~ 1000万円

更新日

2025年02月24日 02:00

### 応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：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

- 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
- 

## スキル・資格

- 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

company add : 7FToranomon 40 MT Bldg., 5-13-1 Toranomon, Minato-ku, Tokyo 105-0001 Japan  
東京都港区虎ノ門5-13-1虎ノ門40MTビル7F

---

## 会社説明