

Senior Japan Payroll Support

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募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1484882

業種

ITコンサルティング

雇用形態

紹介予定派遣

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2024年07月01日 12:17

応募必要条件

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

流暢

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

Manage the payroll operations in Japan, which involves verifying input and output data, reconciling payroll reports, processing statutory and non-statutory payments, preparing GL reports, and maintaining documentation to meet internal and external audit standards.

Collaborate with suppliers to oversee social insurance, monitor adjustments in the payroll system, and coordinate Japanese year-end tasks, vendor service provision, and financial planning.

Client Details

It is a multinational company that specialises in information technology services and consulting, based in the United States

Description

1. Support various tasks like troubleshooting, UAT testing, and responding to HR and accounting queries.
2. Share best practices and stay updated on payroll/HRIS trends for process improvement.
3. Oversee payroll procedures, address risks, and suggest corrective measures when needed.

Job Offer

1. Ability to work for company with more than 1000 employees
2. Hybrid
3. Temporary to permanent
4. Ability to use English at work

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Andrew Sakashita.

スキル・資格

1. Proficient in Japanese payroll processes, encompassing year-end tasks and fund transfers.
 2. Familiarity with cloud-based HR systems such as SAP, workday, and time management is advantageous.
 3. Skilled in developing and integrating extensive HRIS applications.
 4. Possess strong analytic and problem-solving abilities.
 5. Someone with experience working for a company with more than 1000 employees
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会社説明

It is a multinational company that specializes in information technology services and consulting, based in the United States