



Payment processing staff

募集職種

採用企業名

KPay Japan 株式会社

求人ID

1523798

業種

その他（金融）

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区, 中央区

給与

600万円 ~ 800万円

更新日

2025年04月23日 12:00

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

Responsibilities:

1. Execute daily settlement operations in compliance with SLAs, ensuring accuracy and efficiency.
2. Reconcile discrepancies between the Acquirer's report and bank file, addressing issues as needed.
3. Prepare and process settlement payments in a timely and accurate manner.
4. Submit detailed daily task reports to the Head Office for transparency and accountability.
5. Identify and resolve any discrepancies or issues during the settlement process.
6. Collaborate with stakeholders to develop and implement SOPs and SLAs for streamlined operations.

Requirements:

1. 3-5 years of experience in finance settlement, reconciliation, or a similar role; a background in finance is highly

desirable.

2. Proven track record of handling large volumes of transactions and working in high-pressure environments.
3. Good understanding and experience dealing with Excel (Pivot Table, VLOOKUP and basic formulas).
4. Strong analytical and problem-solving skills.

Employment type :

Full-time employee

Probation period: 3 months (no change in wages or conditions)

Working Hours:

9:30 to 18:30

(Core working hours are from 10:30 to 16:00, with flexible start and end times.)

※ Excluding Saturdays, Sundays and public holidays

Salary details : 6M - 8M

Wages will be determined based on experience and ability.

*Salary includes fixed overtime pay.

Benefits and Welfare:

- Health insurance, employee pension insurance, employment insurance, workers' compensation insurance
- Paid vacation days, along with sick leave, summer vacation, New Year vacation, and special leave
- Commuting allowance

会社説明