



Payroll Manager - Up to 10M Leading Foreign Capital Company Exclusive job

World Leading Multinational Company

Job Information

Temp Agency

Randstad K.K., Professionals

Hiring Company

World Leading Pharmaceutical Company

Job ID

1500675

Industry

Pharmaceutical

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

February 13th, 2026 03:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- responsibility for the payroll team development, performance and maintenance within the organisation
- responsibility for allocation and use of the payroll budget
- responsibility for the preparation of all payroll activities including staff payments, reports and forecasts including tax returns, reports for government regulatory agencies and payroll management reports

- manage all payroll procedures and systems used by the organisation
- assist your Line Manager to assess the long term payroll trends
- review reports and analyse projections of payroll
- meet your targets and those of the team as a whole
- smooth running of the of the team
- contribute to training and development of the team
- contribute to maximum profitability and growth in accordance with organisation plans
- comply with all the payroll financial and legal requirements, responsibilities and obligations, including statutory obligations,

Company Description