



## 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,
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## Company Description