



## 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