外資Payroll Specialist（Report to Overseas）-契約社員（年齢不問）

Job Information

Recruiter
en world Japan K.K

Job ID
1516712

Industry
Communication

Company Type
Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio
Majority Japanese

Job Type
Contract

Location
Tokyo - 23 Wards, Minato-ku

Salary
4.5 million yen ~ 5.5 million yen

Work Hours
09:00 - 18:00 (break time: 60 mins)、月 ~ 金

Holidays
・休日：土日、祝日、年末年始 ・特別休暇：慶弔休暇、産前産後休暇、育児休暇

Refreshed
November 1st, 2026 05:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level
Native Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
Permission to work in Japan required

Job Description

年収：500万円（経験による相談可能）

英語：ビジネスレベル（一次面接英語）、給与関連業務については、英語で海外へ報告することが必要だが、流暢である必要はありません。

オフィスや職場で主に日本語使用され、報告には英語が必要です。

Report Line: Manager basically in Singapore.

使用システム：給与奉行

面接回数：2 ~ 3 回

在宅勤務：可能、週 2 ~ 3 回在宅勤務

Job Description:

As Payroll Specialist for Japan, you will play a critical role in ensuring the accurate and timely compensation distribution for our employees. This position requires a deep understanding of Japan's complex payroll regulations, tax laws, and labor standards. You will work closely with our HR and Finance teams to streamline payroll processes, ensure compliance, and provide valuable insights into compensation and benefits. The ideal candidate for this role is someone who excels at attention to detail, has exceptional organizational skills, and upholds the highest standards of confidentiality.

Role And Responsibilities

- Oversee payroll operational activities for Japan including but not limited to payroll and benefit calculations, vendor coordination, annual payroll activities, research, system and template set up, payroll test run, statutory reporting, process documentation and other related activities, in alignment with global and regional objectives
- Responsible for monitoring team and individual performances by setting clear objectives and targets, including leading, guiding and managing the team
- Maintain completion, consistency, and accuracy of payroll and employee information in local payroll system
- Maintain payroll team service quality standardization by providing guidelines, SOP, policies, and procedures and ensure excellent service delivery
- Manage all aspects of daily payroll function related to Japan eg. calculate, validate, compile payroll report.
- Responsible for statutory filings including, but not limited to the followings:
    - social insurance, labor insurance, Year-end tax adjustment, santeikisotodoke, geppen, rodohokennendokoshin etc.,
- Always ensure timely, accurate salary payment to employees and statutory payments to relevant authorities
- Ensure compliance with legal and statutory requirements in related jurisdictions
- Be the point of contact for Japan based BPOs and build the relationship and network
- Participate in other ad-hoc projects as requested

Required Skills

【必須条件】

- 日本における給与計算業務の管理経験
- 日本語および英語の読み書き能力
- 社会保険料の計算、法定届出の経験があり、日本の税金および関連法規に携わる経験
- MS Officeシステム、Outlook、SharePointに精通している
- 他国の給与計算業務に関する知識があれば望ましい
- 日本語での給与計算業務経験が3 ~ 5年以上あると望ましい (BPO業務での経験があれば尚可)
- 優れた組織力と対人能力
- 前向きな姿勢、柔軟な思考力、多様な文化が混在する環境で働ける
- 自発的に行動し、チームの能力向上に献身的に取り組む

Company Description