



Payroll Manager (payroll vendor company)

Job Information

Hiring Company[Links International](#)**Job ID**

1533271

Industry

Business Consulting

Company Type

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

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Ginza Line, Toranomon Station

Salary

7.5 million yen ~ Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Holidays

Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

Refreshed

September 3rd, 2025 11:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Executive

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Payroll Manager**Highlights:**

- MNC culture, flexible hours, hybrid work from home
- Competitive remuneration package, health benefits and other benefits
- Career development opportunity, training subsidy, regional exposure

Key Responsibilities:

- Lead a team to provide our award-winning payroll service to clients and maintain client relationship on regular basis
- Check and review clients' payroll calculation prepared by the payroll team members
- Process social insurance, pension and tax submission for clients' payroll
- Liaise with local authorities and service providers in relation to pension, social insurance, tax and other statutory matters
- Provide professional labor and social security advices to the payroll team and clients
- Participate clients meeting and provide professional advices on HR issues relate to labour laws and employment act
- Provide operational and administrative support to regional payroll teams

Required Skills

- Proven track record of managing a Payroll Outsourcing Team
- Solid experience in end-to-end payroll processing for Japan clients
- Experience working in payroll outsourcing companies or shared services will be advantageous
- Able to manage high volume payroll processing in a fast paced environment
- Must be good in Microsoft Excel, payroll system and sensitive to numbers
- Action-orientated, detail minded and organised
- Fluent in Japanese and able to communicate in English (verbal and written)
- PLEASE SEND ENGLISH CV

Company Description