

MichaelPage

www.michaelpage.co.jp

HR/ Payroll Support

HR/ Payroll Support

Job Information

Recruiter

Michael Page

Job ID

1539495

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6.5 million yen ~ 9 million yen

Refreshed

May 15th, 2025 09:59

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

We are looking for a reliable and detail-oriented HR Support & Payroll Specialist to join our team. This position plays a critical role in supporting day-to-day HR operations, ensuring smooth employee lifecycle management, and maintaining accurate payroll processing. You'll serve as a key point of contact for employees while ensuring compliance with internal policies and Japanese labor regulations.

Client Details

We represent a large organization within the Transport & Distribution industry. The company, renowned for its professionalism and commitment to excellence, has a robust presence in Japan and a strong global network.

Description**HR Operations Support:**

- Maintain and update employee records, contracts, and HR databases
- Support onboarding and offboarding processes, including document preparation, welcome orientation, and system registration

- Assist with benefits administration (health insurance, social insurance, etc.)

Payroll Administration:

- Prepare and review monthly payroll data (overtime, deductions, bonuses, etc.)
- Coordinate with payroll vendors to ensure timely and accurate payroll processing
- Maintain attendance and leave records using internal systems
- Assist with year-end tax adjustments and required filings
- Ensure compliance with local labor and tax regulations
- Support reporting and documentation for compensation-related audits

Job Offer

- An estimated salary range of 6,750,000 JPY to 8,250,000 JPY
- Opportunity to work in a professional and rewarding environment
- Opportunities for personal and professional growth
- A supportive and inclusive company culture

If you are a motivated individual with a passion for human resources and are looking to make a significant impact within a large organization, we encourage you to apply for the HR/Admin role.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Momo Liu on +81 3 6832 8692.

Required Skills

Bachelor's degree or equivalent experience in Human Resources, Business, or related field

2+ years of experience in HR administration and/or payroll support

Familiarity with Japanese labor law, social insurance, and payroll procedures

Experience working with HRIS or payroll systems (e.g., Workday, SAP, freee, or similar)

Proficiency in Microsoft Excel and Office tools

Business-level Japanese required; English communication skills a plus

Company Description

We represent a large organization within the Transport & Distribution industry. The company, renowned for its professionalism and commitment to excellence, has a robust presence in Japan and a strong global network.