



Payroll担当

グローバルHRサービスのスタートアップ企業での募集です。給与・社会保険のご経...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

グローバルHRサービスのスタートアップ企業

Job ID

1542906

Industry

Temp Agency, Outsourcing

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Work Hours

09:00 ~ 18:00

Holidays

【有給休暇】有給休暇は入社時から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 年末年始

Refreshed

May 28th, 2025 15:07

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2301350】

- ・ Process end to end payroll operations for Japan including payroll calculations adjustments and distribution.
- ・ Support the Payroll Manager in coordinating with vendors for payroll related activities.
- ・ Maintain accurate and up to date payroll and employee information in the local payroll system.
- ・ Conduct payroll testing and system updates as required to ensure accuracy and compliance.
- ・ Handle statutory filings including but not limited to social insurance labor insurance Year end tax adjustment and other regulatory submissions.
- ・ Assist with the preparation and distribution of payroll reports and related documentation.
- ・ Respond to employee inquiries related to payroll and benefits providing support and resolving issues promptly.

- ・ Participate in the preparation of annual payroll activities audits and process improvements.
 - ・ Ensure compliance with local labor laws and tax regulations in Japan.
 - ・ Collaborate with the HR and Finance teams to provide insights into compensation trends and benefits administration.
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Required Skills

英語ビジネス初級レベル
Payroll経験 3 年以上

Company Description

ご紹介時にご案内いたします