



## 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**

1551489

**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**

July 24th, 2025 04:00

### 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

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## Company Description

ご紹介時にご案内いたします