

MichaelPage

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Senior Payroll Specialist (Manager level) - E-commerce Start Up**Sr. Payroll Specialist - E-commerce****Job Information****Recruiter**

Michael Page

Job ID

1553469

Industry

Internet, Web Services

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

10 million yen ~ 14 million yen

Refreshed

July 30th, 2025 09:29

General Requirements**Career Level**

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

This role manages end-to-end payroll operations for Japan and supports compliance with local labor, tax, and social insurance laws. You'll work cross-functionally to improve payroll processes, drive operational efficiency, and support key initiatives across the APAC region.

Client Details

This rapidly growing commerce company has become a leading force in Asia's tech-driven retail and logistics landscape. With the culture of a start up and the scale of a global enterprise, the organization empowers its teams to innovate boldly, execute fast, and continuously improve the customer experience. Employees thrive in a hands-on environment where entrepreneurial thinking, agility, and global collaboration are part of everyday life. There are 1500 employees in Japan (full time and contract workers).

Description

- Manage monthly payroll execution for Japan
- Ensure compliance with local labor and tax laws

- Coordinate with HR, Finance, and Legal on payroll issues
- Oversee year-end adjustments and statutory filings
- Maintain accurate payroll accruals and expense tracking
- Collaborate with third-party payroll vendors and ensure SLA delivery
- Provide payroll analytics and reporting to stakeholders
- Support system enhancements and process improvements
- Contribute to strategic payroll planning and initiatives
- Lead or support payroll-related projects and audits

Job Offer

- Competitive salary package up to 14M JPY.
- Performance incentive paid annually.
- Permanent role within a large organization starting up in Japan.
- Opportunities to work with cross-functional teams in Human Resources and Finance.
- Professional work environment with a focus on compliance and accuracy.
- Potential for career growth and development within the payroll function.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Henderson on +813 6627 6055

Required Skills

- Proven experience in payroll management.
- Strong knowledge of payroll systems and local labor laws.
- Excellent organizational and analytical skills.
- Ability to handle confidential information with discretion.
- Effective communication skills to liaise with internal teams and external authorities.
- Proficiency in relevant software and tools used in payroll processing.
- 8+ years of payroll experience, ideally in Japan.
- In-depth knowledge of Japanese payroll law and tax regulations.
- Bachelor's degree
- Business-level English and fluent-level Japanese.
- Hands-on experience with payroll systems (Workday, SAP preferred)
- Strong problem-solving and analytical skills
- Excellent communication and cross-functional collaboration skills
- Experience working with third-party payroll vendors
- Experience managing payroll for multiple countries (preferred)
- Ability to work independently in a fast-paced environment

Company Description

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