

# Payroll Specialist 【英語力活かせます】

### MNC culture, Flexible hours, Hybrid WFH

#### Job Information

### **Hiring Company**

Links International

#### Job ID

1553573

### Industry

Other (Consulting and Professional Services)

#### **Company Type**

International Company

#### Non-Japanese Ratio

About half Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards, Minato-ku

## **Train Description**

Ginza Line, Toranomon Station

## Salary

4 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

November 20th, 2025 12:00

## General Requirements

## Minimum Experience Level

Over 3 years

## **Career Level**

Mid Career

## Minimum English Level

Basic (Amount Used: English usage about 10%)

## Minimum Japanese Level

Native

## **Minimum Education Level**

Associate Degree/Diploma

## Visa Status

Permission to work in Japan required

## Job Description

## Job Hiahliahts:

- Experienced payroll processor; HR outsourcing and payroll service to client
- MNC culture, 5-day week, flexible hours, work from home, annual salary increase
- Career development opportunity; regional exposure
- Work location: KDX Toranomon Bd. 8F, 1-10-5 Toranomon, Minato City, Tokyo

#### Job Responsibilities:

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- Responsible for client payroll calculation, end to end payroll processing and related service (e.g., salaries, social insurance, withholding tax, inhabitant tax)
- · Process at least 100 payroll headcount each month
- Provide business consulting and payroll knowledge to customers enabling comprehensive payroll solution to be delivered to client
- Prepare HR reports such as movement, headcount, summary, cost Centre allocation and payroll breakdown reports
- Responsible for other administrative duties and the formalization of internal and external document (e.g., employment contracts, service info for Japan office, sales kit)
- Assist in the implementation of new payroll setup for clients (database, payroll & leave administration)
- · Attend client meetings and onboarding of payroll employees as needed
- Ensure Links is fully compliant and set up of insurance, pension and tax matters in Japan

### Required Skills

- Diploma or equivalent in Human Resources, Accounting or related disciplines
- Proven track record of end to end HR payroll processing for large headcount
- · Sound knowledge in Japanese labour laws, tax laws, social insurance and employment insurance
- Familiar with payroll software, HRIS, MS Excel and sensitive to numbers
- Fluent in spoken and written Japanese; able to read and write English

Company Description