



## Payroll Specialist 【英語力活かします】

**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 ~ 10 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Holidays**

Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

**Refreshed**

February 19th, 2026 02:00

### 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 Highlights:**

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- 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:**

- 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

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**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

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**Company Description**