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 ~ 10 million yen

Salary Bonuses
Bonuses included in indicated salary.

Holidays
Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

Refreshed
November 19th, 2026 10:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Basic Level (Amount Used: English usage about 10%)

Minimum Japanese Level
Native Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
Permission to work in Japan required

Job Description

Job Highlights:

Job Highlights:

- 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

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