

**MichaelPage**

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## Payroll

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## Job Information

**Recruiter**

Michael Page

**Job ID**

1556085

**Division**

Payroll

**Industry**

Chemical, Raw Materials

**Company Type**

Small/Medium Company (300 employees or less)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 8 million yen

**Salary Bonuses**

Bonuses included in indicated salary.

**Refreshed**

August 22nd, 2025 15:43

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Entry Level

**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

This is an excellent opportunity for a skilled payroll professional to join a leading company in the energy and natural resources industry. The role focuses on ensuring accurate and timely payroll processing while maintaining compliance with local regulations.

## Client Details

The employer is a well-established company in the energy and natural resources sector, recognized for its robust operations and commitment to excellence. As a medium-sized organization, they offer a structured environment with opportunities to work on impactful projects.

### Description

- Manage end-to-end payroll operations, ensuring accuracy and compliance with local labor laws.
- Coordinate with internal teams and external vendors to address payroll-related queries.
- Prepare and submit payroll reports to relevant stakeholders within the organization.
- Stay updated on changes in labor laws and regulations affecting payroll operations.

### Job Offer

- Competitive salary in the range of 6,300,000 JPY to 7,700,000 JPY, plus bonus.
- Permanent role with opportunities for career growth in a stable industry.
- Collaborative work environment within a medium-sized organization.
- Opportunities to contribute to impactful projects in the energy and natural resources sector.
- Comprehensive benefits package and paid holiday leave.

If you are ready to take the next step in your payroll career, we encourage you to apply today!

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Momo Liu on +81 3 6832 8692.

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### Required Skills

A successful payroll professional should have:

- Strong understanding of local labor laws and tax regulations.
- Proficiency in payroll software and Microsoft Office applications.

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### Company Description

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