



Payroll Executive - Challenging, Fun, and Global Career!

Career in International HR & Payroll

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Job ID

1556135

Industry

Other (Consulting and Professional Services)

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Temporary

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Ginza Line, Toranomon Station

Salary

4 million yen ~ 5.5 million yen

Hourly Rate

2,400 yen - 2,800 yen

Work Hours

7~8 hours (flex time: as early as 9:00 and as late as 11:00 am)

Refreshed

August 25th, 2025 12:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Daily Conversation (Amount Used: English usage about 25%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Job Title: Executive – HR & Payroll Services

Location: Tokyo

What You'll Do

Handle payroll operations: monthly calculations, pensions, benefits, data entry.
Support new client setups and payroll administration.
Work with different payroll systems and sharpen your Excel skills.
Build strong relationships with clients while learning from experienced mentors.

Why This Role is Exciting

- Challenging but Fun: Payroll may sound simple, but every client brings unique cases. You'll constantly learn, problem-solve, and feel the satisfaction of making a real impact.
- Bilingual Growth: Use both Japanese and English daily—strengthen your communication skills and open doors to global career opportunities.
- Professional Development: Build strong expertise in payroll, HR, and compliance, gaining skills that are highly valued in Japan and abroad.
- Team Support: You'll never be alone—work with experienced professionals who will mentor and encourage you along the way.

Required Skills

What We're Looking For

A degree in Business, HR, Accounting, or a related field.
2–3 years of experience in payroll and social insurance operations.
Knowledge of Japanese labor regulations, tax, and pension practices.
Strong Excel skills (VLOOKUP, IF statements, Pivot Tables).
Experience with payroll software such as Bugyo, Obic-7, Company, SAP, or PeopleSoft is a plus.
Business-level Japanese and English (TOEIC 600+).

Company Description