



Payroll Specialist 【在宅勤務、外資系企業】

Remote Work, MNC, English speaking

Job Information

Hiring Company

[Links International](#)

Job ID

1557073

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

Permanent Full-time

Location

Japan

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

December 3rd, 2025 11:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Daily Conversation (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:

- 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

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