



## 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**

September 10th, 2025 00:00

### 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**