



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 ~ 10 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Holidays

Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

Refreshed

January 14th, 2026 10:00

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

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