



HR & Payroll Specialist 👍 Exclusive job

Global, flat culture, top clients

Job Information

Recruiter

Scouta K.K.

Hiring Company

Global HR & Payroll Services Firm

Job ID

1559993

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

Tokyo - 23 Wards

Salary

5 million yen ~ 8.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

May 27th, 2026 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A leading international HR & payroll services firm is seeking a **Payroll & HR Specialist** to support employees and clients in Japan. The role combines **end-to-end payroll management** with **HR operations**, ensuring compliance with Japanese employment law and payroll regulations.

Key Responsibilities

- Manage complete payroll cycle: monthly calculations, statutory filings, and tax/social insurance compliance
 - Act as HR contact for Japan: onboarding, contracts, time & attendance, offboarding
 - Maintain accurate HR and payroll records and documentation
 - Provide guidance on HR and payroll matters, escalating when required
 - Support visa, insurance, and other HR administration tasks
 - Work closely with international teams to ensure smooth employee experience
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Required Skills**Required Skills**

- 3+ years of HR and payroll operations experience in Japan
 - Strong knowledge of Japanese employment law and payroll compliance
 - Diploma or higher in HR, Business Administration, or related field
 - Business-level Japanese and English proficiency
 - Organized, detail-oriented, and able to manage multiple priorities
 - Flexible, proactive mindset with a global outlook
 - Strong team player with ability to work independently
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Company Description