



## 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**

February 4th, 2026 03:00

### 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
- 

**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
- 

**Company Description**