



Payroll Specialist

Job Information

Recruiter

Scouta K.K.

Hiring Company

Global HR & Payroll Services Firm

Job ID

1560172

Industry

Audit, Tax Accounting

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 10 million yen

Refreshed

January 23rd, 2026 01:00

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

High-School

Visa Status

Permission to work in Japan required

Job Description

A leading international services company is looking for an experienced payroll specialist to oversee compensation operations in Japan. The role covers the entire payroll cycle, compliance with labor and tax regulations, and collaboration with both internal and external partners.

Key responsibilities include:

- Managing accurate payroll processing for Japan-based employees.
- Ensuring compliance with employment law, taxation, and social insurance rules.
- Partnering with HR and Finance to align payroll with business needs.

- Supporting client onboarding and payroll transitions.
- Investigating and resolving payroll discrepancies.
- Updating and maintaining payroll procedures and documentation.

This is a great opportunity to take ownership of payroll operations and act as a trusted subject expert within a global organization.

Required Skills

- 3+ years of hands-on payroll experience in Japan.
- Strong understanding of labor law, income tax, and social insurance.
- Ability to use payroll systems and Excel effectively.
- Problem-solving mindset with strong attention to detail.
- Confident communicator with both local and international teams.
- Business-level Japanese and English.
- Payroll certification a plus.

Company Description