



## 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.

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### 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.

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### Company Description