



## 社会保険担当

**MNC culture, Flexible hours, Hybrid WFH**

## Job Information

### Hiring Company

[Links International](#)

### Job ID

1566383

### Industry

Other (Consulting and Professional Services)

### Company Type

International Company

### Non-Japanese Ratio

About half Japanese

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards, Minato-ku

### Train Description

Ginza Line Station

### Salary

6 million yen ~ 20 million yen

### Salary Bonuses

Bonuses included in indicated salary.

### Holidays

Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

### Refreshed

May 11th, 2026 03:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Daily Conversation (Amount Used: English usage about 50%)

### Minimum Japanese Level

Native

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

Permission to work in Japan required

## Job Description

### Job Highlights:

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- 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
  - Work location: KDX Toranomon Bld. 8F, 1-10-5 Toranomon, Minato City, Tokyo

**Job Responsibilities:**

- Provide our award-winning service to Japan clients to maintain client relationship on a regular basis
- Responsible for client payroll calculation, end to end payroll processing and related service (e.g., salaries, social insurance, withholding tax, inhabitant tax)
- 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

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**Required Skills**

- A valid Sharoushi certification **is a MUST**
- Ability to communicate in **conversational English** is necessary for weekly meetings with the Hong Kong management team
- **English CV with email contact** is required

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**Company Description**