



Payroll Operations Lead (Outsourcing Service) / 給与計算・オペレーション Exclusive job

MNC culture, Flexible hours, Hybrid WFH

Job Information

Hiring Company

Links International

Job ID

1583997

Industry

Other (Consulting and Professional Services)

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Salary

6 million yen ~ 10 million yen

Salary Bonuses

Bonuses included in indicated salary.

Holidays

Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

Refreshed

May 19th, 2026 13:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Daily Conversation (Amount Used: English usage about 75%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Successful candidate will be contacted by email. Job interviews will be conducted by English.

Key Responsibilities:

- Provide our award-winning **payroll outsourcing service to clients** to maintain client relationship on regular basis
 - Responsible for clients' payroll calculation (e.g., salaries, leave, commission, and other compensation calculations)
 - **Lead a payroll team** to provide payroll outsourcing services and responsible for the team's Service Level Agreement
 - Review payroll computations, payroll reports, bank submission file, annual returns prepared by payroll team members and ensure accuracy
 - Work with Headquarter on bank files authorization
 - Liaise with providers and local authorities in relation to pensions, social insurances and taxes
 - Maintain updated and accurate payroll data and staff information in the Payroll System
 - Participate clients meeting and provide professional advices on HR/ payroll issues and any other issues relate to employment act
 - Manage HR reports such as movement, headcount, summary, cost centre allocation and payroll breakdown reports
 - Assist and coach team members on the best way to communicate with clients should there be any issues
 - Implement SOP on certain payroll processing and update from time to time
 - Should there be any errors, understand the errors made by the team members and advise the solution diagram to prevent the same issues from happening again
 - Responsible for implementing a new payroll setup (database, payroll & leave administration)
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Required Skills

- Minimum 5 years **working in a Payroll Outsourcing / Sharoushi vendor is a MUST**
 - **Proven track record of team leadership**, directly manage a payroll team
 - Fluent in Japanese and English
 - **English CV with email contact** is required
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Company Description