



## Payroll Assistant Manager

外資系アパレル企業での募集です。 労務・労政のご経験のある方は歓迎です。

### Job Information

**Recruiter**

JAC Recruitment Co., Ltd.

**Hiring Company**

外資系アパレル企業

**Job ID**

1585465

**Industry**

Apparel, Fashion

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 7.5 million yen

**Work Hours**

09:30 ~ 18:30

**Holidays**

詳細は求人ご紹介時にご案内いたします。

**Refreshed**

May 30th, 2026 18:00

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

**【求人No NJB2365587】**

As a member of Total Rewards team lead payroll related processes for around 2 500 employees. It includes processes for monthly payroll year end tax adjustment residential tax social insurance various allowance e.g. commutation incentive retirement payment etc.

Plan and execute calculation payout and reporting response to payroll related requests/audits all in timely and accurate manner establishing and maintaining partnerships with relevant internal functions e.g. HR Business Partner Finance Accounting as well as external vendors.

---

## Required Skills

3 years+ payroll experience with system/vendor for certain scale  
General knowledge of local labor law tax and social insurance  
Experience of using HR systems such as SAP Workday or similar  
HR experience in retail / service industries where certain portion of employees are contract employees and/or nationwide is preferred  
Language skill in Japanese and English ( both at business level )  
Communication skills to understand/tell what requesters/questioners require in appropriate way considering psychological things as well  
Mindset to take employees management and relevant teams as own customers and demonstrate customer oriented behavior  
A Self starter and team player with ownership and accountability in order to achieve business goals  
Attention to details the right balance between accuracy and speed.  
High/wide view to grasp issues/problems and cool headed to solve it.  
MS Excel ( intermediate advanced level ) Work Outlook etc. and interest in utilizing tools e.g. AI for efficient / automated processes  
University degree or equivalent preferred

---

## Company Description

ご紹介時にご案内いたします