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Payroll Operations Lead - Japan | Global Semiconductor Leader

Payroll Operations Lead-Japan

Job Information

Recruiter[Michael Page](#)**Job ID**

1586819

Industry

Pharmaceutical

Job Type

Permanent Full-time

Location

Kanagawa Prefecture

Salary

8 million yen ~ 9 million yen

Refreshed

April 16th, 2026 09:42

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

This role leads Japan payroll operations, ensuring accuracy, compliance, and timely delivery in line with local regulations. Working closely with HR, employees, and external vendors, you will play a key role in delivering reliable payroll services within a global framework.

Client Details

Our client is a **large multinational technology manufacturer** with a strong presence in Japan. The company operates in a complex, regulated environment and values accuracy, compliance, and continuous improvement in HR operations.

Description

- Manage monthly payroll calculation and processing for Japan
- Oversee attendance data, payroll inputs, validations, and adjustments
- Review and approve payroll outputs in coordination with vendors
- Handle year-end adjustments and statutory payroll-related reporting
- Respond to employee payroll and compensation inquiries
- Manage social insurance enrollment and changes (health insurance, pension, etc.)
- Maintain benefit and compensation-related data accuracy

- Support equity compensation administration (e.g. RSU, ESPP) with global teams
- Assist with tax-related processes linked to equity compensation
- Support HR operations, audits, and compliance activities
- Participate in payroll / HR system implementation and process improvement initiatives

Job Offer

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- Exposure to equity compensation and regional HR collaboration
- Opportunity to contribute to system improvements and operational excellence
- Professional and structured working environment in Japan

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Claire Bao on +81 3 6627 6074.

Required Skills

- Proven experience in payroll calculation and administration in Japan
 - Strong knowledge of Japanese payroll, tax, and social insurance regulations
 - Experience handling payroll for mid- to large-sized organizations
 - Ability to manage external payroll vendors and work cross-functionally
 - Business-level Japanese language proficiency
 - Solid Excel skills for data handling and reporting
 - Experience in a multinational environment is highly preferred
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Company Description

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