



Stand Alone Payroll

在宅・フレックスあり！

Job Information

Recruiter

en world Japan K.K

Job ID

1591711

Industry

Medical Device

Company Type

International Company

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Based on hourly rate

Hourly Rate

2500円 ~

Work Hours

9:00~18:00

Holidays

完全週休2日制（休日は土日祝日）

Refreshed

June 11th, 2026 03:00

General Requirements

Minimum Experience Level

Over 6 years

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

バイオ医薬品、ラボラトリー、応用科学およびライフサイエンス

Working location: Shinagawa/Kitashinagawa station

Hourly salary,2500yen/hour Negotiable

Contract Period: ASAP (contract period is initial 1 month and ever 3 months renewal basis afterwards)

English: Intermediate – Business level. This role is reporting to the manager based in Singapore. Occasional trainings/meetings held in English by global team

Must-have Skills:

proven track records handling payroll, overtime, social security, taxation. independently handling end to end processes with payroll vendor
independent, collaborative, resourceful, takes initiative, open/flexible mindset
good working experience using IT software (eg: teams, excel functions, etc)
able to work with stakeholders, takes directions & feedback, able to align/adapt regional process to local benefit administration experience eg. retirement allowance, DC, GTL, GLTD, various subsidy claim to health insurance agency, social security allowance, etc
HRMS hands-on experience (workday), EHS committee experience
Working style :

Full office on first month highly preferred. Onsite support such as opening/forwarding of mails, hardcopy paperwork, training logistics support, new hire welcome & orientation. Can be flexible afterwards, with 2-3 days WFH weekly.

Company Description