



Payroll Consulting Lead Exclusive job

MNC culture, Flexible hours, Hybrid WFH

Job Information

Hiring Company

[Links International](#)

Job ID

1592595

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

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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

Please send **English CV** with contact email address and phone number. 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 or 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