



## Payroll Team Lead (Outsourcing Service) / 給与計算・チームリーダー Exclusive job

MNC culture, Flexible hours, Hybrid WFH

### Job Information

#### Hiring Company

[Links International](#)

#### Job ID

1593067

#### 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

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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

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