労務、給与計算【2年以上】 Exclusive job

> 多国籍企業の文化、年 1 回昇給

Job Information

Hiring Company
Links International

Job ID
1597913

Industry
Other (Consulting and Professional Services)

Company Type
International Company

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Minato-ku

Train Description
Ginza Line, Toranomon Station

Salary
4 million yen ~ 10 million yen

Salary Bonuses
Bonuses included in indicated salary.

Holidays
有給休暇、誕生日休暇

Refreshed
November 25th, 2026 11:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Entry Level

Minimum English Level
Daily Conversation Level (Amount Used: English usage about 10%)

Minimum Japanese Level
Native Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
Permission to work in Japan required

Job Description

[Please submit English Resume for job application]

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[Work Highlights]

- We are a award-winning payroll vendor. We provide payroll services for corporate clients
- Multinational corporate culture, half of our team members are foreigner
- Work-from-home 2 days per week, **annual salary increase**
- Onsite work location: Tokyo
- Overseas/ remote work location: anywhere outside Tokyo

[Job details]

- Process **payroll and social insurance** for at least 100 headcount of clients' employees
- Calculate payroll, social insurances, resident tax, withholding income tax and statutory deductions using our payrol system
- Cross-check all calculations using MS Excel and submit to Team Lead for second review checking
- Handle social insurnace procedures and submission of onboarding register, changes, mid-year review, annual review, and retirement offboarding
- Perform YETA year-end tax adjustment for all client's employees
- Support ad hoc projects as assigned by Payroll Manager

Required Skills

- 2 years of hands-on **payroll and socian insurnace calculation** experience
- Native Japanese speaking, reading and writing
- Able communicate with overseas team members in English email and MS Teams messeging

Company Description