



## Assistant Payroll Manager

### Job Information

**Hiring Company**

[i-Admin Japan K.K.](#)

**Job ID**

1597935

**Division**

Service Delivery

**Industry**

Other (Consulting and Professional Services)

**Job Type**

Contract

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Work Hours**

In accordance with company regulations

**Holidays**

In accordance with company regulations

**Refreshed**

July 1st, 2026 00:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**«Job Description & Position Highlights»**

- You will be responsible for providing client services, primarily focusing on year-end tax adjustments, as well as payroll processing and handling tax and social insurance matters.
- You will be able to leverage your expertise in year-end tax adjustments to support clients in accurately managing their payroll and tax operations.
- You will have the opportunity to enhance your management skills and professional expertise through client interactions and team leadership.
- You will collaborate with international team members in a global environment and contribute to operational

improvements and service quality enhancement.

**【Job Responsibilities】**

We are seeking an experienced payroll professional to join our Japan team as an Assistant Manager.

This role will take a lead position in delivering Year-End Tax Adjustment (年末調整) services to our corporate clients, while also supporting monthly payroll operations. You will bring deep technical knowledge, a commitment to accuracy, and the ability to coordinate effectively across internal teams and external partners.

## &lt; Key Responsibilities &gt;

- Lead the end-to-end delivery of Year-End Tax Adjustment services, ensuring accuracy, compliance, and timely completion for our clients.
- Serve as a subject matter expert on Japanese payroll and YETA, with particular depth in complex deduction areas such as housing loan deductions, expertise in eITax and YETA validations
- Support monthly payroll processing activities to maintain service quality and meet client timelines.
- Act as a trusted client advisor, handling inquiries related to payroll, tax, and social insurance with professionalism and clarity.
- Coordinate with external tax accountants and other professional advisors as needed.
- Assist in building and supervising a small local service team, including temporary staff during peak periods.
- Work collaboratively with remote and international colleagues to drive process improvements and service excellence.
- Monitor regulatory changes and advise management on necessary actions to maintain compliance.

## &lt; Reporting Manager &gt;

Service Delivery Manager

**【Employment Type】**

Contract Employee (Opportunity for Permanent Full-Time Employment After 1 Year, Subject to Performance)

**【Salary】**

Based on experience and skill level

**【Working Hours】**

In accordance with company regulations

**【Work Location】**

Tokyo, Japan

**【Holidays & Leave】**

In accordance with company regulations

**【Benefits & Welfare】**

In accordance with company regulations

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**Required Skills****【Requirements】**

- A degree in business, management, accounting, payroll etc
- 5+ years of payroll, HR, or compensation & benefits experience in an international business environment, including substantive responsibility for Year-End Tax Adjustment.
- Deep working knowledge of Japanese payroll legislation, withholding tax, and social insurance.
- Native-level Japanese and fluency in spoken & written English
- Knowledge in Bugyo Cloud Group Shared Model is an added advantage
- Proficiency in Microsoft Excel
- Experience coordinating or supervising a small team.
- Strong interpersonal and client communication skills.
- Comfortable working in a cross-border, matrix environment.
- Detail-oriented and committed to maintaining high standards of service quality.
- Ability to work in a fast-paced environment

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**Company Description**