



Understanding People

Payroll and HR Shared Service Leader 給与・人事シェアードサービスリーダー

Salary up to ¥14M, Hybrid, Flexitime

Job Information

Recruiter

Specialized Group

Job ID

1602333

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

July 13th, 2026 18:59

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Payroll and HR Shared Service Leader 給与・人事シェアードサービスリーダー - Automotive (14M salary, Hybrid work)

Our client, a leading company in the automotive manufacturing industry, is seeking a Payroll and HR Shared Service Leader to manage HR operations for their domestic group of approximately 4,000 employees. This role offers the opportunity to lead and transform the HR Shared Service Center, driving standardization and process improvement across fragmented HR operations. The position offers a competitive salary of up to 14M, flexible hybrid working arrangements, and the chance to work closely with both domestic and global stakeholders.

Key Responsibilities:

- Lead HR Shared Service Center transformation projects
- Manage payroll, social insurance, and welfare benefits operations
- Design and standardize HR business processes

- Enhance team expertise and motivation
- Collaborate with global and domestic stakeholders
- Implement HR process automation and digitalization

Qualifications:

- 5+ years in HR shared services or HR operations
- 3+ years of management experience in HR
- Native-level Japanese proficiency
- Extensive knowledge of payroll, social insurance, and welfare benefits
- Experience in designing and standardizing complex business processes
- Project management experience in business improvement and system implementation
- Experience with HR systems like SAP or Workday is preferred but not mandatory

Benefits:

- Salary up to JPY 14,000,000
- Flexible work hours
- Remote work option available
- Annual bonuses twice a year
- Comprehensive health insurance

Company Description