



【1000～1200万円】Payroll Manager

外資系製薬企業での募集です。給与・社会保険のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資系製薬企業

Job ID

1603771

Industry

Pharmaceutical

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

10 million yen ~ 12 million yen

Work Hours

08:30 ~ 17:15

Holidays

詳細は求人ご紹介時にご案内いたします。

Refreshed

August 20th, 2026 07:00

General Requirements

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

【求人No NJB2396479】

Job Purpose

To manage and oversee payroll operations and local benefits administration for Japan ensuring compliance with local labor laws and corporate policies. This role will work closely with external payroll vendors internal HR Finance and Compliance teams to ensure accurate and timely payroll processing and benefits delivery.

Key Responsibilities

Payroll Management:

- Oversee end to end payroll processing for Japan in collaboration with external payroll vendors.
- Validate payroll inputs and outputs including salary bonuses deductions and statutory contributions.
- Ensure timely and accurate payroll execution in compliance with Japanese labor laws and tax regulations.
- Manage payroll calendar and ensure adherence to deadlines.
- Review and approve payroll reports and reconciliations.
- Ensure all the Payroll controls are in place.

Vendor Management:

- Act as the primary point of contact for payroll vendor (s) in Japan.
- Monitor vendor performance against SLAs and KPIs.
- Conduct regular vendor reviews and audits to ensure service quality and compliance.
- Coordinate system upgrades issue resolution and process improvements with vendors.

Benefits Administration:

- Manage local benefits programs including health insurance pension leave policies and other statutory/non statutory benefits.
- Liaise with benefits providers and ensure accurate enrollment changes and terminations.
- Support employees with benefits related queries and escalations.
- Ensure compliance with Japanese benefits regulations and reporting requirements.

Compliance Reporting:

- Ensure payroll and benefits processes comply with Japanese labor laws tax regulations and internal policies.
- Prepare and submit statutory filings and reports (e.g. year end tax adjustments social insurance) .
- Support internal and external audits related to payroll and benefits.

Stakeholder Collaboration:

- Partner with HR Finance and Legal teams to align payroll and benefits processes with business needs.
- Provide guidance and training to HRBPs and managers on payroll and benefits matters.
- Support employee lifecycle events (onboarding transfers exits) from a payroll and benefits perspective.

Required Skills

Qualifications Experience:

- Bachelor's degree in HR Finance Business Administration or related field.
- 10+ years of experience in Japan payroll and benefits administration.
- Experience working with payroll vendors and managing outsourced payroll operations.
- Strong knowledge of Japanese labor laws tax regulations and statutory benefits.
- Proficiency in payroll systems and Microsoft Excel.
- Excellent communication skills in Japanese and English.

Preferred Skills:

- Experience in a multinational company or regional payroll role.
- Familiarity with Workday SAP or other HRIS platforms.
- Strong analytical and problem solving skills.
- Ability to manage multiple priorities and stakeholders.

Company Description

ご紹介時にご案内いたします