



【800～1000万円】Payroll Benefits Specialist

グローバルに展開する外資系アセットマネジメント企業での募集です。給与・社会保...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

グローバルに展開する外資系アセットマネジメント企業

Job ID

1603930

Industry

Asset Management

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 10 million yen

Work Hours

09:00 ~ 17:30

Holidays

詳細は求人ご紹介時にご案内いたします。

Refreshed

July 23rd, 2026 17:41

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 NJB2396896】

【Position Summary】

The Payroll Benefits Specialist is responsible for end to end coordination and execution of payroll benefits and statutory processes in Japan.

While payroll calculations and certain statutory processes are outsourced to external vendors this role owns data preparation validation issue resolution and vendor coordination ensuring accuracy compliance and timely execution of all payroll related activities.

This is a highly critical operational role acting as a key bridge between Finance People (HR) and external vendors.

【Key Responsibilities】

1. Payroll Operations Coordination
 - Prepare and validate all payroll input data:
 - oNew hires leavers LOA salary changes bonuses commissions
 - Manage monthly payroll cycle in coordination with payroll vendors
 - Process payroll related payments:
 - oSalary bonus incentive deferred cash commissions
 - oSign on buy out contractor payments
 - oTaxes (income tax inhabitant tax) and social security payments
 - Handle off cycle payments:
 - Ensure data accuracy and resolve discrepancies before payroll processing
 - Support statutory reporting:
 - oPayment records tax reports year end filings
 - Maintain internal payroll tracking and documentation
2. Social Insurance Labor Compliance
 - Manage end to end processes for:
 - oSocial insurance (health pension)
 - oLabor insurance and employment insurance
 - Handle life cycle events:
 - oHire termination salary change dependent updates
 - Coordinate filings and reporting with external authorities:
 - oLabor Standards Office Pension Office Hello Work
 - Support compliance requirements (e.g. Article 36 annual reporting)
3. DC Pension (Defined Contribution Plan)
 - Register and manage DC contribution elections
 - Handle onboarding/offboarding processes
 - Coordinate with vendor
 - Manage statutory reporting and compliance requirements
4. HR Operations (Employee Life Cycle Support)
 - Onboarding:
 - oEmployee documentation Payroll System registration orientation
 - Offboarding:
 - oExit process final payments documentation
 - Employee support:
 - oPayroll/benefits inquiries
 - oEmployment certificates
5. Benefits Administration
 - Manage vendor based benefit programs:
 - oInsurance
 - oRelo Club
 - oCorporate housing
 - Coordinate enrollment updates and reporting
 - Manage employee benefits communication
6. Vendor Stakeholder Management
 - Act as primary contact for:
 - oPayroll vendor
 - oSocial insurance vendor
 - oTax advisors
 - oBenefits vendors
 - Coordinate data timelines and issue resolution
 - Ensure accountability across stakeholders
7. Finance Coordination Controls
 - Support accounting and reporting processes:
 - oVoucher uploads
 - oMonthly closing
 - oPayroll related reconciliations
 - oInternal and external reporting related to Payroll Benefits
 - Ensure alignment between payroll data and financial records

Required Skills

- 5+ years of experience in:
 - oPayroll operations and/or HR operations in Japan
 - Strong knowledge of:
 - oJapanese payroll tax and social insurance requirements
 - Experience working with:
 - oPayroll vendors / outsourced models
 - High attention to detail and data accuracy
 - Ability to manage sensitive and confidential information
 - Experience in managing vendor driven / outsourced payroll models is a strong advantage
 - Strong stakeholder coordination skills across Finance HR and vendors
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Company Description

ご紹介時にご案内いたします