



Payroll Assistant Manager

外資系アパレル企業での募集です。 労務・労政のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資系アパレル企業

Job ID

1611008

Industry

Apparel, Fashion

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7.5 million yen

Work Hours

09:30 ~ 18:30

Holidays

詳細は求人ご紹介時にご案内いたします。

Refreshed

September 17th, 2026 08:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2365587】

As a member of Total Rewards team lead payroll related processes for around 2 000 employees. It includes processes for monthly payroll year end tax adjustment residential tax social insurance various allowance e.g. commutation incentive retirement payment etc.

Plan and execute calculation payout and reporting response to payroll related requests/audits all in timely and accurate manner establishing and maintaining partnerships with relevant internal functions e.g. HR Business Partner Finance Accounting as well as external vendors.

Required Skills

3 years+ payroll experience with system/vendor for certain scale
General knowledge of local labor law tax and social insurance
Experience of using HR systems such as SAP Workday or similar
HR experience in retail / service industries where certain portion of employees are contract employees and/or nationwide is preferred
Language skill in Japanese and English (both at business level)
Communication skills to understand/tell what requesters/questioners require in appropriate way considering psychological things as well
Mindset to take employees management and relevant teams as own customers and demonstrate customer oriented behavior
A Self starter and team player with ownership and accountability in order to achieve business goals
Attention to details the right balance between accuracy and speed.
High/wide view to grasp issues/problems and cool headed to solve it.
MS Excel (intermediate advanced level) Work Outlook etc. and interest in utilizing tools e.g. AI for efficient / automated processes
University degree or equivalent preferred

Company Description

ご紹介時にご案内いたします