



【Payroll Coordinator】Leading Global Hospitality group

Job Information

Recruiter

SPOTTED K.K.

Job ID

1612659

Industry

Other (Banking and Financial Services)

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7.5 million yen

Refreshed

September 28th, 2026 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Our client is one of the leading hospitality companies in the world. They have several brands covering a variety of market segments, offering their guests one of the most powerful portfolios in the industry.

They are now looking for a Payroll Coordinator who will report to the HR Manager.

Responsibilities

- Support the HR team in arranging payrolls for employees
- Deal with administrative functions for payroll
- Perform final check of salary and bonus calculation
- Take care of new hires' administration
- Communicate with the payroll outsourcing company

Required Skills

- At least 2 years of salary-related work experience
- Great teamwork and ability to handle diverse situations
- Faithful to numbers and detailed oriented
- Fluent in Japanese
- English proficiency (preferred)

Company Description