SPOTTED RECRUIT
THE HOME OF STARTUP RECRUITMENT
都内テクノロジー・スタートアップ企業の求人多数

【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
November 9th, 2026 04:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

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