



【830～1250万円】Senior Payroll Specialist

外資系大手製薬企業での募集です。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

外資系大手製薬企業

Job ID

1617490

Industry

Pharmaceutical

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 12 million yen

Work Hours

08:45 ~ 17:30

Holidays

詳細は求人ご紹介時にご案内いたします。

Refreshed

October 15th, 2026 17:49

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 NJB2418294】

Our Team:

The People Services team in Japan is responsible for delivering end to end HR operational excellence ensuring our employees receive accurate timely and compliant people services. As part of a global organization we bridge local Japanese requirements with global systems and processes working closely with Finance P C Digital and our offshore teams to support our mission of chasing the miracles of science. Our team values precision collaboration and continuous improvement as we enable our colleagues to focus on improving patients' lives.

Main responsibilities:

• Payroll Process Management

Manage and ensure quality assurance of monthly payroll processes from end to end

Execute and verify accurate bonus and severance payment calculations

Oversee year end tax adjustment planning implementation and result verification

Supervise and verify social insurance premiums tax deductions and related processing

Ensure payroll data integrity and establish appropriate management systems

• Legal Compliance and Localization

Gather information and analyze impact of Japanese labor law and tax law amendments

Explain Japan specific legal requirements to the global payroll vendor and support implementation

Support adaptation of Japan specific payroll practices (allowance systems deduction items etc.) to global systems

Lead system and process updates in response to compliance requirement change

• Stakeholder Management

Build effective collaboration frameworks with internal stakeholders including P C Finance Mobility and Digital

Collaborate with offshore People Service (Employee Life Cycle team) and Finance teams to achieve accurate payroll and accounting processing

Build relationships and manage expectations with global payroll vendors and local payroll related vendors

Respond to and resolve complex payroll related inquiries from employees

Provide payroll related reporting and analytical information to management

• Process Improvement and Innovation

Continuously evaluate payroll operations and implement improvement proposals

Identify challenges in integrating global systems with Japan specific requirements and develop solutions

Explore new technologies and methods for operational efficiency and cost reduction

Drive payroll related project management and change management initiatives

Required Skills**Experience:**

Extensive experience in Japanese payroll operations (experience at a major multinational company preferred)

Experience working in a global environment or collaborating with global stakeholders

Experience using payroll systems such as SAP or Workday is preferred

Soft skills:

Excellent communication and relationship building abilities with diverse stakeholders

Complex problem solving abilities and analytical thinking

Cross cultural understanding and ability to work effectively in a matrix organization

Project management skills and change leadership capabilities

Ability to translate complex local requirements for global audiences

Technical skills:

Deep knowledge and practical application experience of Japanese labor law tax law and social insurance systems

Strong understanding of payroll processes controls and compliance requirements

Proficiency with payroll systems and Microsoft Office applications

Languages:

Japanese: Native level

English: Business level

Company Description

ご紹介時にご案内いたします