

【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
November 26th, 2026 22:00

General Requirements

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

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