

Senior Payroll Specialist

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
Global Healthcare Company

Job ID
1618930

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
8.5 million yen ~ Negotiable, based on experience

Refreshed
November 19th, 2026 08:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Manage end-to-end monthly payroll, including bonuses, severance, tax adjustments, and statutory deductions.
Ensure compliance with Japanese labour, tax, and social insurance regulations, translating local requirements into global processes and systems.
Partner with HR, Finance, Digital, offshore teams, and payroll vendors to resolve issues and deliver accurate payroll services.
Provide payroll reporting, analytics, and support for complex employee inquiries.
Drive payroll process improvements, system enhancements, and change initiatives to increase efficiency and compliance.

Employee Benefits:
#NAME?

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:

Company Description

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We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC’s unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment. Co., Ltd.