

Payroll Manager

米系産業機器メーカーでの募集です。 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
米系産業機器メーカー

Job ID
1622727

Industry
Automobile and Parts

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
6 million yen ~ 8 million yen

Work Hours
09:00 ~ 17:30

Holidays
詳細は求人ご紹介時にご案内いたします。

Refreshed
November 12th, 2026 15:01

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 NJB2423233】
Key Responsibilities
・Lead and manage end to end payroll operations ensuring accurate timely and compliant payroll processing.
・Oversee social insurance administration and ensure compliance with labor laws tax regulations and statutory requirements.
・Manage personnel cost planning budgeting forecasting reporting and workforce related financial analysis.
・Partner with HR Finance IT and external vendors to maintain effective payroll processes and strengthen internal controls.

・Drive payroll system enhancements process improvements automation initiatives and payroll transformation projects.
・Lead and develop the payroll team while managing vendor transitions and delivering high quality employee support services.

Required Skills

・5+ years of payroll experience with strong knowledge of payroll operations labor compliance and social insurance administration.
・Experience in personnel cost management budgeting forecasting reporting and financial analysis.
・Proficiency with payroll systems HRIS and advanced Excel; experience with payroll transformation or system implementation is preferred.
・Strong leadership stakeholder management and cross functional collaboration skills.
・Ability to drive process improvements while maintaining accuracy confidentiality and compliance.
・Business level Japanese and English; experience in multinational organizations is highly desirable.

Company Description

ご紹介時にご案内いたします