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【架け橋に】 Payrollベンダーポジション / ハイブリッドな働き方**【ワークライフバランス◎】給与担当 @ 成長中半導体企業****募集職種****人材紹介会社**

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1543559

業種

その他

雇用形態

正社員

勤務地

東京都 23区

給与

450万円 ~ 800万円

更新日

2025年06月04日 09:20

応募必要条件**キャリアレベル**

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

流暢

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

As a Payroll Specialist for Japan, you will be responsible for ensuring the accurate and timely processing of payroll for our employees. This role requires a solid understanding of Japan's payroll regulations, tax laws, and labor standards.

企業情報

leading professional services company to guide, establish and manage global operations with compliance and confidence. We bring the human touch to entering new markets and consolidating vendors through a single point of management. With a presence in over 140 countries on six continents and growing, we make running a global business easy.

職務内容

- Process end-to-end payroll operations for Japan, including payroll calculations, adjustments, and distribution
- Support the Payroll Manager in coordinating with vendors for payroll-related activities
- Maintain accurate and up-to-date payroll and employee information in the local payroll system
- Conduct payroll testing and system updates as required to ensure accuracy and compliance
- Handle statutory filings, including but not limited to social insurance, labor insurance, Year-end tax adjustment, and other regulatory submissions

- etc

条件・待遇

- Hybrid working style
- Flexible environment
- Competitive salary

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Ena Morita on +81 3 6832 8950.

スキル・資格

- A bachelor's degree or equivalent in Finance, Accounting, Business Administration, or a related field
 - Minimum of 3-5 years of payroll processing experience in Japan
 - Proficiency in both written and spoken Japanese and English
 - Strong understanding of Japanese payroll regulations, social insurance, and tax laws
 - Japan HR and labor law knowledge
 - Excellent attention to detail and ability to maintain accuracy in a fast-paced environment
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会社説明

【架け橋に】 Payrollベンダーポジション / ハイブリッドな働き方