Payroll Specialist 【英語力活かせます】

MNC culture, Flexible hours, Hybrid WFH

募集職種

採用企業名
Links International

求人ID
1553573

業種
その他 (コンサルティング・士業)

会社の種類
外資系企業

外国人の割合
外国人 半数

雇用形態
正社員

勤務地
東京都 23区, 港区

最寄駅
銀座線、　虎ノ門駅

給与
400万円 ~ 1000万円

ボーナス
給与： ボーナス込み

休日・休暇
Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

更新日
2026年11月12日 03:00

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
基礎会話レベル (英語使用比率: 10%程度)

日本語レベル
ネイティブレベル

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可が必要です

募集要項

Job Highlights:

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- Experienced payroll processor; HR outsourcing and payroll service to client
- MNC culture, 5-day week, flexible hours, work from home, annual salary increase
- Career development opportunity; regional exposure
- Work location: KDX Toranomon Bd. 8F, 1-10-5 Toranomon, Minato City, Tokyo

Job Responsibilities:

- Responsible for client payroll calculation, end to end payroll processing and related service (e.g., salaries, social insurance, withholding tax, inhabitant tax)
- **Process at least 100 payroll headcount each month**
- Provide business consulting and payroll knowledge to customers enabling comprehensive payroll solution to be delivered to client
- Prepare HR reports such as movement, headcount, summary, cost Centre allocation and payroll breakdown reports
- Responsible for other administrative duties and the formalization of internal and external document (e.g., employment contracts, service info for Japan office, sales kit)
- Assist in the implementation of new payroll setup for clients (database, payroll & leave administration)
- Attend client meetings and onboarding of payroll employees as needed
- Ensure Links is fully compliant and set up of insurance, pension and tax matters in Japan

スキル・資格

- Diploma or equivalent in Human Resources, Accounting or related disciplines
- Proven track record of end to end HR payroll processing for large headcount
- Sound knowledge in Japanese labour laws, tax laws, social insurance and employment insurance
- Familiar with payroll software, HRIS, MS Excel and sensitive to numbers
- Fluent in spoken and written Japanese; able to read and write English

会社説明