

## Payroll Executive - Challenging, Fun, and Global Career!

### Career in International HR & Payroll

#### 募集職種

##### 人材紹介会社

Cornerstone Recruitment Japan 株式会社

##### 求人ID

1556135

##### 業種

その他（コンサルティング・土業）

##### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

##### 外国人の割合

外国人 半数

##### 雇用形態

派遣

##### 勤務地

東京都 23区, 千代田区

##### 最寄駅

銀座線、虎ノ門駅

##### 給与

400万円 ~ 550万円

##### 時給

2,400 yen - 2,800 yen

##### 勤務時間

7~8 hours (flex time: as early as 9:00 and as late as 11:00 am)

##### 更新日

2026年02月09日 02:00

#### 応募必要条件

##### 職務経験

1年以上

##### キャリアレベル

新卒・未経験者レベル

##### 英語レベル

日常会話レベル (英語使用比率: 25%程度)

##### 日本語レベル

ネイティブ

##### 最終学歴

大学卒：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 Title: Executive – HR & Payroll Services

Location: Tokyo

\*What You'll Do\*

Handle payroll operations: monthly calculations, pensions, benefits, data entry.  
Support new client setups and payroll administration.  
Work with different payroll systems and sharpen your Excel skills.  
Build strong relationships with clients while learning from experienced mentors.

#### \*Why This Role is Exciting\*

- Challenging but Fun: Payroll may sound simple, but every client brings unique cases. You'll constantly learn, problem-solve, and feel the satisfaction of making a real impact.
- Bilingual Growth: Use both Japanese and English daily—strengthen your communication skills and open doors to global career opportunities.
- Professional Development: Build strong expertise in payroll, HR, and compliance, gaining skills that are highly valued in Japan and abroad.
- Team Support: You'll never be alone—work with experienced professionals who will mentor and encourage you along the way.

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#### スキル・資格

#### \*What We're Looking For\*

A degree in Business, HR, Accounting, or a related field.  
2–3 years of experience in payroll and social insurance operations.  
Knowledge of Japanese labor regulations, tax, and pension practices.  
Strong Excel skills (VLOOKUP, IF statements, Pivot Tables).  
Experience with payroll software such as Bugyo, Obic-7, Company, SAP, or PeopleSoft is a plus.  
Business-level Japanese and English (TOEIC 600+).

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#### 会社説明