



## Payroll Specialist【在宅勤務、外資系企業】

Remote Work, MNC, English speaking

### 募集職種

#### 採用企業名

Links International

#### 求人ID

1557073

#### 業種

その他（コンサルティング・士業）

#### 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

正社員

#### 勤務地

日本

#### 給与

400万円 ~ 1000万円

#### ボーナス

固定給+ボーナス

#### 休日・休暇

Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

#### 更新日

2025年12月24日 12:00

### 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: 10%程度)

#### 日本語レベル

ネイティブ

#### 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:

- 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

**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

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**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

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**会社説明**