



Payroll Specialist

募集職種

人材紹介会社

Scouta 株式会社

採用企業名

Global HR & Payroll Services Firm

求人ID

1560172

業種

監査・税理士法人

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

600万円 ~ 1000万円

更新日

2026年01月09日 21:00

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

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

A leading international services company is looking for an experienced payroll specialist to oversee compensation operations in Japan. The role covers the entire payroll cycle, compliance with labor and tax regulations, and collaboration with both internal and external partners.

Key responsibilities include:

- Managing accurate payroll processing for Japan-based employees.
- Ensuring compliance with employment law, taxation, and social insurance rules.
- Partnering with HR and Finance to align payroll with business needs.

- Supporting client onboarding and payroll transitions.
- Investigating and resolving payroll discrepancies.
- Updating and maintaining payroll procedures and documentation.

This is a great opportunity to take ownership of payroll operations and act as a trusted subject expert within a global organization.

スキル・資格

- 3+ years of hands-on payroll experience in Japan.
- Strong understanding of labor law, income tax, and social insurance.
- Ability to use payroll systems and Excel effectively.
- Problem-solving mindset with strong attention to detail.
- Confident communicator with both local and international teams.
- Business-level Japanese and English.
- Payroll certification a plus.

会社説明