



## 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05月15日 10:01

### 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.

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#### 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.
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#### 会社説明