



## 社会保険担当

MNC culture, Flexible hours, Hybrid WFH

## 募集職種

### 採用企業名

Links International

### 求人ID

1566383

### 業種

その他（コンサルティング・土業）

### 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

銀座線駅

### 給与

600万円 ~ 2000万円

### 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06月15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

日常会話レベル (英語使用比率: 50%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:

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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 Bld. 8F, 1-10-5 Toranomon, Minato City, Tokyo

**Job Responsibilities:**

- Provide our award-winning service to Japan clients to maintain client relationship on a regular basis
- Responsible for client payroll calculation, end to end payroll processing and related service (e.g., salaries, social insurance, withholding tax, inhabitant tax)
- 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**

- A valid Sharoushi certification **is a MUST**
- Ability to communicate in **conversational English** is necessary for weekly meetings with the Hong Kong management team
- **English CV with email contact** is required

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**会社説明**