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・士業）

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11月02日 04:00

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
ネイティブレベル

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

[Please submit English Resume for job application]

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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
- Work location: KDX Toranomon Bd. 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

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

会社説明