



## 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

固定給+ボーナス

#### 休日・休暇

Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

#### 更新日

2026年02月09日 02:00

### 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:

- 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

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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**