# 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23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