



## Payroll Operations Lead (Outsourcing Service) / 給与計算・オペレーション 👍 独占求人

MNC culture, Flexible hours, Hybrid WFH

### 募集職種

#### 採用企業名

Links International

#### 求人ID

1583997

#### 業種

その他（コンサルティング・土業）

#### 会社の種類

大手企業 (300名を超える従業員数) - 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

#### 給与

600万円 ~ 1000万円

#### 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05月19日 13:00

### 応募必要条件

#### 職務経験

6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: 75%程度)

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

大学卒：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

Successful candidate will be contacted by email. Job interviews will be conducted by English.

#### Key Responsibilities:

- Provide our award-winning **payroll outsourcing service to clients** to maintain client relationship on regular basis
  - Responsible for clients' payroll calculation (e.g., salaries, leave, commission, and other compensation calculations)
  - **Lead a payroll team** to provide payroll outsourcing services and responsible for the team's Service Level Agreement
  - Review payroll computations, payroll reports, bank submission file, annual returns prepared by payroll team members and ensure accuracy
  - Work with Headquarter on bank files authorization
  - Liaise with providers and local authorities in relation to pensions, social insurances and taxes
  - Maintain updated and accurate payroll data and staff information in the Payroll System
  - Participate clients meeting and provide professional advices on HR/ payroll issues and any other issues relate to employment act
  - Manage HR reports such as movement, headcount, summary, cost centre allocation and payroll breakdown reports
  - Assist and coach team members on the best way to communicate with clients should there be any issues
  - Implement SOP on certain payroll processing and update from time to time
  - Should there be any errors, understand the errors made by the team members and advise the solution diagram to prevent the same issues from happening again
  - Responsible for implementing a new payroll setup (database, payroll & leave administration)
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## スキル・資格

- Minimum 5 years **working in a Payroll Outsourcing / Sharoushi vendor is a MUST**
  - **Proven track record of team leadership**, directly manage a payroll team
  - Fluent in Japanese and English
  - **English CV with email contact** is required
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## 会社説明