

MichaelPage

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## Payroll Operations Lead - Japan | Global Semiconductor Leader

## Payroll Operations Lead-Japan

## 募集職種

## 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

## 求人ID

1586819

## 業種

医薬品

## 雇用形態

正社員

## 勤務地

神奈川県

## 給与

800万円 ~ 900万円

## 更新日

2026年04月16日 09:42

## 応募必要条件

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

流暢

## 最終学歴

大学卒：学士号

## 現在のビザ

日本での就労許可は必要ありません

## 募集要項

This role leads Japan payroll operations, ensuring accuracy, compliance, and timely delivery in line with local regulations. Working closely with HR, employees, and external vendors, you will play a key role in delivering reliable payroll services within a global framework.

## Client Details

Our client is a **large multinational technology manufacturer** with a strong presence in Japan. The company operates in a complex, regulated environment and values accuracy, compliance, and continuous improvement in HR operations.

## Description

- Manage monthly payroll calculation and processing for Japan
- Oversee attendance data, payroll inputs, validations, and adjustments
- Review and approve payroll outputs in coordination with vendors
- Handle year-end adjustments and statutory payroll-related reporting
- Respond to employee payroll and compensation inquiries
- Manage social insurance enrollment and changes (health insurance, pension, etc.)
- Maintain benefit and compensation-related data accuracy

- Support equity compensation administration (e.g. RSU, ESPP) with global teams
- Assist with tax-related processes linked to equity compensation
- Support HR operations, audits, and compliance activities
- Participate in payroll / HR system implementation and process improvement initiatives

#### Job Offer

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- Exposure to equity compensation and regional HR collaboration
- Opportunity to contribute to system improvements and operational excellence
- Professional and structured working environment in Japan

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Claire Bao on +81 3 6627 6074.

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#### スキル・資格

- Proven experience in payroll calculation and administration in Japan
  - Strong knowledge of Japanese payroll, tax, and social insurance regulations
  - Experience handling payroll for mid- to large-sized organizations
  - Ability to manage external payroll vendors and work cross-functionally
  - Business-level Japanese language proficiency
  - Solid Excel skills for data handling and reporting
  - Experience in a multinational environment is highly preferred
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#### 会社説明

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