

## Payroll Team Leader チームリーダー/主任/課長【東京 | 外資系】

**MNC culture, Flexible hours, Hybrid WFH**

## Job Information

**Hiring Company**

Links International

**Job ID**

1458282

**Industry**

Other (Consulting and Professional Services)

**Company Type**

International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Minato-ku

**Train Description**

Ginza Line, Toranomom Station

**Salary**

5 million yen ~ Negotiable, based on experience

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Holidays**

Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

**Refreshed**

July 29th, 2024 06:00

## General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent (Amount Used: English usage about 75%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

## Job Description

**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 regional clients to maintain client relationship on regular basis
- Responsible for clients' payroll calculation (e.g., salaries, leave, commission, and other compensation calculations)
- Lead a 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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**Required Skills**

- Diploma or equivalent in Human Resources, Accounting or related disciplines
- 5 years of above relevant payroll processing experience gained from payroll outsourcing companies
- Proven track record of leading a team in delivering payroll outsourcing services with high standard SLA
- Sound knowledge in Japanese labour laws, tax laws, social insurance and employment insurance
- Familiar with payroll software, HRIS, MS Excel and sensitive to numbers
- Fluent in spoken and written Japanese; fluent in spoken English

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**Company Description**