

## Labor and Social Security Consultant

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

### Job Information

#### Hiring Company

[Links International](#)

#### Job ID

1470454

#### 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

4 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

June 24th, 2024 08:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level (Amount Used: English usage about 50%)

#### 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 Toranomom Bd. 8F, 1-10-5 Toranomom, 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

**Required Skills**

- A valid Sharoushi certification
- Solid experience in end-to-end payroll processing in-country
- Experience working in payroll outsourcing companies or shared services will be advantageous
- Able to manage high volume payroll processing in a fast paced environment
- Must be good in Microsoft Excel, payroll system and sensitive to numbers
- Action-orientated, detail minded and organised
- Native in Japanese and able to speak in English

**Company Description**