

**MichaelPage**

www.michaelpage.co.jp

Flex time あり Senior Payroll analyst

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## Job Information

**Recruiter**

Michael Page

**Job ID**

1526517

**Division**

Flex time Senior Payroll analyst

**Industry**

Other (Infrastructure)

**Company Type**

Large Company (more than 300 employees)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7 million yen ~ 9 million yen

**Salary Bonuses**

Bonuses included in indicated salary.

**Salary Commission**

Commission included in indicated salary.

**Refreshed**

March 12th, 2025 15:43

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

No permission to work in Japan required

## Job Description

Join an esteemed team as a Senior Payroll Analyst in the Property industry, based in Tokyo. This role requires a seasoned professional in the Human Resources department with a solid understanding of the Property industry.

**Client Details**

Our client is a large organization, with a significant presence in the property market. They have a strong focus on innovation and are well-established in their industry. They pride themselves on their commitment to excellence and their ability to deliver sustainable and effective solutions for their clients.

**Description**

- Delivering a comprehensive HR service to the business.
- Adapting and implementing HR policies.
- Payroll vendor management

**Job Offer**

- An attractive salary range of 7,200,000 - 9,800,000 JPY.
- A permanent role in a well-established company.
- The chance to grow and learn in a supportive environment.
- The opportunity to contribute to the company's growth and success in the Property industry.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Momo Liu on +81 3 6832 8692.

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**Required Skills**

- 3+ years of experience in payroll processing and attendance management.
- Knowledge and experience in social insurance procedures.
- Understanding of labor management and HR compliance.
- Strong communication skills and ability to support employees effectively.
- Business-level English (TOEIC 750+) and fluent Japanese.

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