



## Payroll Outsourcing Manager ペイロールマネージャー【東京 | 外資系】

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

## Job Information

**Hiring Company**

Links International

**Job ID**

1530242

**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 Station

**Salary**

7.5 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**

April 1st, 2025 16:00

## General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 75%)

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

## Job Description

**Payroll Manager**

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**Highlights:**

- MNC culture, flexible hours, hybrid work from home
- Competitive remuneration package, health benefits and other benefits
- Career development opportunity, training subsidy, regional exposure

**Key Responsibilities:**

- Lead a team to provide our award-winning payroll service to clients and maintain client relationship on regular basis
- Check and review clients' payroll calculation prepared by the payroll team members
- Process social insurance, pension and tax submission for clients' payroll
- Liaise with local authorities and service providers in relation to pension, social insurance, tax and other statutory matters
- Provide professional labor and social security advices to the payroll team and clients
- Participate clients meeting and provide professional advices on HR issues relate to labour laws and employment act
- Provide operational and administrative support to regional payroll teams

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**Required Skills**

- Proven track record of managing a Payroll Outsourcing Team
- Solid experience in end-to-end payroll processing for Japan clients
- 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
- Fluent in Japanese and English

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**Company Description**