

Payroll & HR Specialist 【東京 | 外資系】

MNC culture, Flexible hours, Hybrid WFH

募集職種

採用企業名

Links International

求人ID

1457923

業種

その他（コンサルティング・土業）

会社の種類

外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区, 港区

最寄駅

銀座線、 虎ノ門駅

給与

400万円～経験考慮の上、応相談

ボーナス

固定給+ボーナス

休日・休暇

Paid Vacations, Birthday Leave, Anniversary Leave, Summer Friday

更新日

2024年07月22日 03:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル (英語使用比率: 10%程度)

日本語レベル

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

Job Highlights:

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- 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 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

スキル・資格

- Diploma or equivalent in Human Resources, Accounting or related disciplines
- Proven track record of end to end HR payroll processing for large headcount
- 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; able to read and write English

会社説明