



## Certified Labor and Social Security Attorney

MNC culture, Flexible hours, Hybrid WFH

## 募集職種

## 採用企業名

Links International

## 求人ID

1470918

## 業種

その他（コンサルティング・士業）

## 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

銀座線駅

## 給与

600万円～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

2025年01月30日 06:00

## 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

ビジネス会話レベル (英語使用比率: 50%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 Bld. 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

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**スキル・資格**

- 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

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**会社説明**