



## 【リモート勤務可】HR Operations/ 人事オペレーション

### Job Information

#### Temp Agency

Randstad K.K., Professionals

#### Job ID

1449778

#### Industry

Medical Device

#### Job Type

Temporary

#### Location

Tokyo - 23 Wards

#### Salary

5 million yen ~ Negotiable, based on experience

#### Refreshed

September 18th, 2024 04:00

### General Requirements

#### Minimum Experience Level

Over 6 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Native

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

#### Primary Function of this Position

This role is the subject matter expert responsible for providing all day-to-day execution of Human Resource Operational and Payroll activities, under supervision of Japan HR director and liaising with US HR. It includes Compensation & Benefit and HR payroll administration, HR compliance execution (rules, policies, statutory required processes, Occupational Safety and Health etc.), HRIS and HR data management, operational administration for execution of employee lifecycle processes including but not limited to employee onboarding, remuneration, performance management cycle, employee relations, termination and various HR related process improvement initiatives.

#### Roles and Responsibilities:

1. Local Compensation & Benefits management administration - incl. social insurance, tax and health insurance associates handling
  - o Manage, administer and handle inquiries on all local employee compensation and benefit transactions - pay, social insurance and health insurance, pension, leave and attendance, commutation, congratulation or

- condolence events, employee information change, authority management
  - o Operational and tactical execution of IS's compensation-related processes and regular rewards management cycle - merit change, bonus and annual/off-cycle reviews, including supporting managers on administration of recommendations, ensuring accurate rewards statements are prepared, off-cycle process and implementation of global and local plans if applicable
  - o Perform regular audit and due diligence to identify issues and areas for process improvement, including monitoring HR operational process, vendors performance (payroll, corporate doctor, social insurance attorney and any other HR vendors)
  - o Execute all other Compensation & Benefit related local administration, liaison with US HR Compensation and Benefits team and day to day Compensation & Benefit inquiry handling as a local HR contact
2. Payroll Administration
    - o Manage all day to day administration payroll Compensation & Benefit transactions to interact with and provide pre-payroll data for the payroll vendor and FIN/ACC team on new hires, leavers, social /health insurance input, salary change, severance package, employee information change, congratulation or condolence event related benefit etc to ensure monthly payroll process is undertaken effectively and timely as per designated time tables
    - o Perform regular operational audit and due diligence to identify opportunities or concerns for improvement and drive to resolution, including monitoring payroll vendor performance
  3. Employee onboarding and offboarding process administration support liaising with cross functional/organizational teams to ensure employee experience is timely and compliant.
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Manage and coordinate on-boarding process, including entry package, employment data/document collection, new hire orientation, probationary period management, other induction trainings (e.g. prep for CAST by liaising with Sales training team).

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  - o Manages timely offboarding activities including all transactions related to timely pay, pension, benefits, termination of systems access.
2. Employee relations (Employee Communication and HR related committee facilitation)
  - o Manage the administration of HR communication (announcement, intranet update etc.) and various ER related initiatives (health check survey, Town hall, staff engagement events where required) by liaising with facility or other related dept.
3. HR Compliance and Data management
  - o Monitor changes in labor legislation and provide support for policy and rule development - reviewing/updating all policies, guidelines, procedures and practices periodically to be compliant/aligned with local/global legal requirements and IS handbook to date
  - o Ensure the policies and procedures effectively updated, communicated and acknowledged in a timely manner and work with managers to compliant with the policies and procedures
  - o Manage, administer, maintain HRMS (global and local applications) data intensive processes (soft/hard HR data), ensuring all employment records, contracts, agreements and other HR data are up-to-date, complete and accurate and are stored properly according to local regulation
  - o Manage the administration of statutory required occupational safety and health related activities - new hire/regular medical check-ups, corporate doctor meetings, workplace health committee facilitation as required.
4. Project manage payroll and operations process improvement and automation of repetitive work processes to optimize how work gets done, increase efficiencies, increase accuracy and throughput.
  - o Works as part of a global and regional team to process map current and future state operations for Japan HR operations
  - o Establishes project goals, milestones and manages project plan
  - o Measures KPI's and tracks process, escalating issues and removing roadblocks.
  - o Executes improved state of payroll operations to ensure scalability for growth at scale.

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## Required Skills

### Skill/Job Requirements:

- o 7-10 years of Human Resources experience and career progression in an international, fast growing and matrixed environment; healthcare or technology company preferred.
- o Depth in employee and labor relations, country law/practice expertise; and performance management and improvement consulting experience.
- o Experience maintaining, administering, and improving HR Operations, Systems and Payroll services/management.
- o Ability to make recommendations to effectively resolve problems or issues by using judgement that is consistent with

- standards, practices, policies, procedures, or government law.
- Ability to remain focused with strong attention to detail, and deliver exceptional quality work.
  - Ability to balance local requirements with functional and/or corporate objectives.
  - Analytical and conceptual thinking skills; skilled with analyzing applicable unit and employee related data to make sound recommendations/decisions.
  - Exceptional communication (both oral and written) and interpersonal skills with a proven ability to build trust, credibility, and strong, productive relationships.
  - Excellent organizational and project/program management skills.
  - Proven ability to work positively, collaboratively, and professionally within a team and across a highly matrixed global organization.
  - Ability to objectively coach employees and line managers through complex, difficult, and emotional issues.
  - High integrity and trust and the ability to manage complex and sensitive information confidentially and effectively.
  - High change agility, openness to new ideas, savvy communication ability.
  - Experience with payroll and HR operations transformations, process mapping workflows and Workday implementations desirable.
  - Strength in project management.
  - Fluency in English and Japanese.
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## Company Description

RANDSTAD connects great people with great companies, making the right human connections to create winning teams. Randstad may be a recent name in Japan, but we've been supporting candidates and clients in Japan for more than 25 years.

With humble roots in the Netherlands in 1960, Randstad grew from a small, local staffing company into a global leader in HR solutions, covering 39 countries.

Randstad Japan, a premier HR Professional Services company is growing its Professionals (mid-career / executive search) recruitment division rapidly from 2014. We're looking for passionate, ambitious team-players who are ready to bring their career to the next level. With 117 offices located across Japan, a wide-ranging client network across industries and functions, Randstad is well-positioned to grow its recruitment presence in Japan.