



【900～1400万円】 Payroll Benefit Manager

フランス系大手製薬企業での募集です。給与・社会保険のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

フランス系大手製薬企業

Job ID

1487891

Industry

Pharmaceutical

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen ~ 14 million yen

Work Hours

08:45 ~ 17:30

Holidays

【有給休暇】初年度 10日 4か月目から 【休日】完全週休二日制 年末年始 土・日・祝日・夏季休暇・有給休暇（年次により付与...）

Refreshed

November 22nd, 2024 04:00

General Requirements

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

【求人No NJB2234514】

- ・ Maintain payroll benefit administration
- o Oversee the preparation of onsite benefit data including the collation of submissions from internal partners and third party suppliers
- o Become point of contact for payroll benefit KL captive team connecting with local and third party stakeholders
- o Ensure the completion of accurate timely reporting to third parties including pensions company benefit together with all

other reporting for Finance and business requirements

o Oversee preparation of ad hoc reports as required in line with data protection requirements

- Develop and apply up to date knowledge and awareness of local legislation
- Develop expert level knowledge of the activities in scope as well as local knowledge of entities in scope
- Identify process improvement/ process simplification opportunities through elimination of redundant activities
- Drive the process automation initiatives and ensure seamless adoption and transition for Japan
- Participate in global projects as required and if applicable.
- Liaise with P C COEs such as Performance and Rewards TA Talent Management to ensure Play to Win strategy in place.
- Ensure BO People Services Executive KPIs Japan deliver with high quality and in compliance manner.
- Ensure that People Services Global Core model implement in Japan with minimal exception.
- Ensure that People Services process in Japan fulfill Internal Control framework.
- Provide proactive support to close the gap from Self assessment for Internal Control and follow up on Internal and External Audit finding.
- As a Change Agent for BO People services new ways of working in Japan
- Be part of extended Global BO People Services Team.

He / She works closely with P C Legal Finance ITS and Facilities management at regional and country levels and People Services teams in countries and KL Captive Centers (Malaysia) .

Required Skills

- Experience in managing payroll
- Manage/Audit Payroll process (Both KL and Vendor Alight)
- Process Excellence side review process make it lean
- Someone who understands Japanese payroll practices very well
- Part of onboarding (several experience)
- Behaviour: driving mindset if possible
- English business level Japanese Fluent
- We are stabilization phase kind of chaotic more opportunities to come in the future
- Interaction with Global Digital teams

Company Description

ご紹介時にご案内いたします