



## 【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

September 27th, 2024 05:00

### 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

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