



HR Benefits and Payroll

外資系証券会社での募集です。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

外資系証券会社

Job ID

1488287

Industry

Securities

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 9 million yen

Work Hours

08:50 ~ 17:00

Holidays

【有給休暇】有給休暇は入社時から付与されます ※有給休暇は入社時から付与されて利用可能 ※入社7ヶ月目には最低10日以上 【休...

Refreshed

September 26th, 2024 12:00

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 NJB2239423】

- ・ Handle an end to end payroll cycle and Japanese Social Insurance administration tax and audits
- ・ Process new hires terminations intercompany transfers and rehires
- ・ Resolve payroll issues for employees
- ・ Handle reconciliation among various reports/statements
- ・ Handle relevant payroll reporting and liaise with HK HR as required

- Handle the evaluation planning design implementation and administration of the Company's benefits programs including health welfare and retirement programs
 - Act as primary contact for vendors as well as employees in relation to benefits and employee records (e.g. Company Housing Immigration Group Insurance and etc.)
 - Process benefits enrollments and terminations and relevant administration
 - Create and manage the benefits communication process including but not limited to announcements meetings open enrollment and etc.
 - Monitor and recommend modifications to Local HR policies (e.g. Rules of Employment benefit programs and etc.) for the purpose of being compliance and/or enhancing benefits structure
 - Special projects including policies implementation report filings budget management event planning and audits etc.
 - Handle relevant benefits and compensation reporting and liaise with HK HR as required
 - Maintain employee files and other filing systems online and/or offline
 - Processing verification and cost allocation of HR related invoices
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Required Skills

- Minimum of 3 years of Benefits and Payroll processing experience
 - Working knowledge of all health and welfare benefits
 - Advanced computer skills Excel Formulas/Tables/Charts/Vlookup/Mail Merge etc.
 - Must have strong communication skills (written / verbal) in Japanese (Native) and English (Business)
 - Experience in Global HR system (e.g. Workday) is strongly preferred
 - Enthusiastic proactive attitude and must be a self starter
 - Proven problem solving experience
 - A good and flexible balance between being a team player and independent while able to work well under pressure
 - Ability to multitask completing numerous tasks for different stakeholders simultaneously
 - Excellent interpersonal and communication skills with a polite and friendly manner
 - Responsible and reliable with a high degree of attention to details
 - University degree qualified or equivalent
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Company Description

ご紹介時にご案内いたします