



## HR Operations Specialist 👍 Exclusive job

**WFH available, flex-time can be arranged**

### Job Information

#### Temp Agency

Randstad K.K., Professionals

#### Hiring Company

International Food-company

#### Job ID

1489876

#### Industry

Food and Beverage

#### Company Type

Small/Medium Company (300 employees or less) - International Company

#### Job Type

Temporary

#### Location

Tokyo - 23 Wards

#### Salary

4.5 million yen ~ 6.5 million yen

#### Salary Bonuses

Bonuses included in indicated salary.

#### Hourly Rate

negotiable

#### Holidays

Weekends, holidays

#### Refreshed

November 14th, 2024 02:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Daily Conversation (Amount Used: English usage about 10%)

#### Minimum Japanese Level

Native

#### Minimum Education Level

Associate Degree/Diploma

#### Visa Status

Permission to work in Japan required

### Job Description

Interim haken (6+ months)

Current HR team: 5 people  
 Company: 160 people in total

#### Tasks:

- Manage all retirement schemes, i.e., DB Pension, DC Pension and Cash Balance Plan.
- DB : Pre-calculation, Payment (for leavers and pensioner's) via DB system
- Submit annual actual payment data to WTW for US GAAP (Nov - Jan)
- DC : Supervise all the process done by HR staff
- Hold annual DC seminar together with NISSAY in Q4 (prep starts in Q3)
- Cash Balance (CB) : Manage by Excel (updated by HR staff.). Payment as retirement allowance
- Inform retirement process for those who are retired
- Manage and operate HR database Workday as local MDS = Master Data Specialist
- Create Position / Job Change (Promotion / Demotion / Transfer etc) / Org Structure Change / Leave / Termination
- Liaise with Zone Workday DMO as needed
- 1st contact for Long-term sick leave, Maternity, Parental leave
- Inform the scheme to employee
- Manage revisions of company regulations, perform all policies and processes in Compensation and Benefit area.
- Regulation updates: Confirm the contents and comparison table with other Office.
- Arrange a meeting with the employees representatives (Tokyo/Chubu/Nishi Nihon) to explain the changes ask for comments
- Compile all the necessary documents to the Labor Offices and send them to the other office.
- Create and send internal announcements
- Investigate HR related whistleblowing.
- Coordinate discipline committee, when necessary
- Coordinate monthly company dr's consultation
- the 3rd Thursday in the month. Mandatory consultation ->45h+OT more than 3months continuous, 70h+OT by attendance records
- Ask for advice on employees' health check results
- Return-to-work consultation for employees on leave
- Respond to annual / random audits, e.g. Withholding tax audit by national tax agent (collaborate with Finance)
- Oversee all payroll operations.

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#### Required Skills

- Japanese language
- experience in DB Pension, DC Pension and Cash Balance Plan

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#### Company Description