



Payroll Specialist

Job Information

Hiring Company

H&M Hennes & Mauritz Japan KK

Job ID

1489931

Industry

Apparel, Fashion

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Shibuya-ku

Salary

Negotiable, based on experience

Refreshed

August 13th, 2024 15:57

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Payroll Specialist is responsible for payroll accounting and for general payroll administration. Ensures all employees are paid in accordance to local laws and regulations and the Company established processing guidelines.

給与計算および給与管理全般。全従業員が現地の法律や規制、会社の定めた処理ガイドラインに従って給与が支払われていることを確認する。

Key responsibilities:

- Coordination with our payroll outsourcing company
- Provides outstanding customer service to our internal customers (employees) regarding all payroll questions and concerns
- Responsible for calculating deductions, such as withheld tax, fees, insurance
- Verifies payroll hours from Time & Attendance system to ensure employees are being paid correctly
- Ensure all month end tasks such as statutory payments and reporting is performed timeously
- 給与計算アウトソーシング会社との調整
- 給与計算に関するあらゆる質問および懸念事項に関して、社内の顧客（従業員）に卓越した顧客サービスを提供
- 勤怠システムから給与計算時間を確認し、従業員に正しく給与が支払われていることを確認し経理部門と連携する
- 源泉徴収税、手数料、保険料などの控除額の計算を担当、
- 法定支払いや報告など、すべての月末業務が期限内に行われることを確認する

Required Skills

To be successful in the role as a Payroll Specialist, Fast pace, accurate, and able to prioritize and work as a team to tackle

high volume tasks by deadlines.

迅速に、正確で、優先順位をつけ、チームとして期限までに大量の仕事に取り組むことができる。

What you need to succeed:

- Ability to interpret and enforce changes in legislative compliance in order to ensure accuracy of Payroll
- Payroll experience for 2500 employees (full time and part time contract), social insurance procedures, year-end adjustments, and other general Payroll operations.
- Japanese level-N1
- 給与計算の正確性を確保するため、法令遵守の変更を解釈し、実施する能力
- 2500人規模（正社員・アルバイト契約）の給与計算経験、社会保険手続、年末調整などPayroll業務全般業務経験
- 英語力-グローバル企業なので英語が公用語ですが必須ではありません。

Additional Information

Employment Type : full-time position

Reporting Line: HR Manager

Location: This position is based in **Tokyo**

Please apply by sending in your CV in English as soon as possible.

Benefits

- H&M Group attractive benefits with extensive development opportunities around the globe
- Staff discount card, usable on all our H&M Group brands in stores and online (Brands covered by the discount are H&M (Beauty and Move included), COS, Weekday, Monki, H&M HOME, & Other Stories, ARKET, Afound)
- All our employees are included in our H&M Incentive Program – HIP
- All our local markets offer different competitive perks and benefits. Please note that they may differ between employment type and countries.

Inclusion & Diversity

H&M is a part of H&M Group. At H&M Group, we're determined to create and maintain inclusive, diverse and equitable workplaces throughout our organisation. Our teams should consist of a variety of people that share and combine their knowledge, experience and ideas. Having a diverse workforce leads to a positive impact on how we address challenges, on what we perceive possible and on how we choose to relate to our colleagues and customers all over the world. Hence all diversity dimensions are taken into consideration in our recruitment process.

We strive to have a fair and equal process and therefore kindly ask you not to attach a cover letter in your application as they often contain information that easily can trigger unintentional biases.

Company Description

H&M is a fashion brand that offers the latest styles and inspiration, from fashion pieces and unique designer collaborations to affordable wardrobe essentials. Our business idea is fashion & quality at the best price in a sustainable way. Learn more about H&M at www.hmgroup.com

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