



MichaelPage

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C&B Assistant Manager - Golf Company

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Job Information

Recruiter
[Michael Page](#)
Job ID

1503551

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 8.5 million yen

Refreshed

November 15th, 2024 11:19

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

This role will support on payroll processing, social insurance procedures, attendance management as well as onboarding support for 350 employees. This role would be great for someone with understanding of Japanese Labor laws and there is flexibility for people management, depending on the qualifications of the candidate. While the title is C&B Assistant Manager, the role itself will focus on HR operations, Payroll and Social Insurance procedures.

Client Details

This client is a well known international golf equipment company. From casual golfers to professionals you see on TV, their equipment is second to none, whether golf clubs or golf balls. This client has 10 direct stores and offices in Tokyo, Osaka and a warehouse in Japan. There are 350 permanent employees and 50 temporary employees.

Description

- coordinate with vendors and respond to employee queries for social insurance procedures
- monthly calculation adjustments
- payroll data management
- manage commuting expenses
- manage Attendance System (King of Time)

- create attendance data for payroll
- leave management for employees
- assist with onboarding data input for new hires
- work with local and regional stakeholders

Job Offer

- work from home options
- low overtime (0-10 hours per month)
- world renowned company
- friendly coworkers
- meaningful job responsibilities (new projects every year)
- company product discount
- superflex time (no core hours)

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Henderson on +813 6627 6055

Required Skills

- in-house payroll processing experience
 - understanding of attendance system management
 - HRIS knowledge
 - system implementation experience preferred
 - knowledge of social insurance procedure
 - intermediate excel skills (VLOOKUP)
 - retail experience preferred but not required
 - English ability with fluency in Japanese
 - ability to work independently and in a team
 - strong communication skills
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Company Description

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