

HR Specialist - American clothing brand

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Job Information

Recruiter

Michael Page

Job ID

1506203

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 60 million yen

Refreshed

November 22nd, 2024 15:34

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

This Assistant Manager role, reporting to the Sr. Manager of HR, will focus on responsibilities including payroll and benefits, HR administration as well as data management. This role will also manage various reward programs and help to maintain operational processes for the business.

Client Details

This legendary retail brand (everyone has heard of this company) has 60 office employees and 500 retail staff across more than 50 store locations in Japan. There are 3 people in the HR team. Employees in the company have great experience and are very friendly and encouraging towards new joiners. The work environment is flat, dynamic and offers Work From Home twice per week and Flex Time as well.

Description

- Manage payroll and benefits process to ensure timely and accurate payment
- Administrate company pension plans. (Defined Benefits)
- HR operations and procedures in line with Japanese labor laws
- Oversee HRIS-related systems and operations
- Implement global rewards initiatives with the COE Rewards team

- Handle standard local reports for the government and the finance team
- Handle inquiries from employees
- Handle income tax audits with the accounting team
- Revise and formulate policies/ program guidelines
- Support the APR process including merit increase and performance bonus

Job Offer

- product discounts
- career progression
- dynamic, flat work environment
- Work From Home
- Flex Time
- historic brand known all over the world

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

- More than 5 years of experience in C&B area
 - Accurate understanding and knowledge of Japanese labor laws
 - Experience in formulating employee regulations
 - Experience and executing various rewards plans and structures (salary structures and incentive pay programs, etc.)
 - Deep knowledge of HR concepts, best practices, and procedures
 - Proficient in MS Excel
 - Fluent Japanese and Business level English
 - Prior "Workday" (HRIS) experience is a big plus
 - Previous work experience in retail or apparel industry is a big plus
 - Work with flexibility in a fast-paced environment
 - Proven ability to work with confidential information
 - Open and collaborative mindset
 - Bachelor's Degree
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Company Description

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