

# Michael Page

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## HR Expert & Payroll at Kobe 神戸

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#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1511257

**Industry**

Other

**Company Type**

Small/Medium Company (300 employees or less)

**Job Type**

Permanent Full-time

**Location**

Hyogo Prefecture

**Salary**

7 million yen ~ 10 million yen

**Refreshed**

December 31st, 2024 00:00

#### General Requirements

**Minimum Experience Level**

Over 1 year

**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

We are seeking an HR Expert with a specialty in payroll for a role in our Life Science Department. This position requires a strong understanding of HR policies and the ability to effectively manage payroll operations.

**Client Details**

Our client is a large organization in the life science industry, with a global presence. They pride themselves on their commitment to innovation, integrity, and sustainability. Their Kobe office is an integral part of their operations, contributing significantly to their continued success.

**Description**

- Manage and oversee all aspects of payroll operations

- Ensure compliance with all local and national payroll regulations
- Work closely with HR to implement policies and procedures
- Manage employee benefits and compensation
- Prepare and present reports on payroll operations to senior management
- Develop and maintain strong relationships with employees and managers
- Maintain accurate payroll records and documentation
- Resolve payroll discrepancies and answer employee queries regarding payroll

#### **Job Offer**

- A competitive salary package between 7.2M - 10M JPY
- Opportunities for professional growth and development
- A supportive and inclusive company culture
- Generous holiday leave

We invite all candidates who meet the above criteria to apply for this exciting opportunity in our Kobe office. This is a chance to join a leading organization in the life science industry and make a genuine impact.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Momo Liu on +81 3 6832 8692.

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#### **Required Skills**

A successful HR Expert & Payroll should have:

- A degree in Human Resources, Business Administration, or related field
- Extensive knowledge of payroll systems and procedures
- Proficiency in Microsoft Office suite, particularly Excel
- Strong communication skills, both written and verbal

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