

Michael Page

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HR Generalist - IT/Hospitality

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Job Information

Recruiter
[Michael Page](#)
Job ID

1511908

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 9 million yen

Refreshed

December 20th, 2024 14:51

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

In this role, you will be responsible for managing relationships with payroll vendors, ensuring accurate and timely payroll processing, and supporting other HR functions. You will work closely with external vendors to ensure seamless payroll operations while contributing to HR initiatives across the organization. This is a unique opportunity for someone with strong vendor management experience and a passion for payroll systems to make a significant impact.

Client Details

This client is a global leader in the tech-driven hospitality industry, dedicated to transforming the way businesses manage their operations and customer experiences. With a dynamic, diverse, and collaborative work environment, this company is committed to empowering employees and fostering a culture of innovation. As the business continues to expand, they are looking for a passionate and driven individual to join our HR team.

Description

- **Payroll Vendor Management:** Manage relationships with external payroll service providers, ensuring that contracts, agreements, and service-level expectations are met. Act as the primary point of contact for any issues or questions related to payroll vendors.
- **Payroll Processing Oversight:** Coordinate and oversee the timely and accurate processing of payroll, ensuring

compliance with company policies and relevant labor laws. Collaborate with payroll vendors to resolve any discrepancies or issues.

- **Compliance & Reporting:** Ensure that payroll-related activities comply with local, state, and federal regulations. Work closely with vendors to ensure proper tax filings, benefits deductions, and other statutory requirements are met.
- **Vendor Performance Monitoring:** Regularly assess and evaluate the performance of payroll vendors, including accuracy, timeliness, and service quality. Provide feedback and support for continuous improvement.
- **Internal Stakeholder Collaboration:** Work closely with finance, accounting, and HR teams to ensure smooth integration between payroll systems and internal processes. Provide insights and recommendations to optimize payroll workflows.
- **Employee Support:** Act as a point of contact for employees regarding payroll-related inquiries, providing assistance with pay issues, tax concerns, and other payroll-related topics.
- **Process Improvement:** Identify opportunities to improve payroll processes and vendor relationships, contributing to increased efficiency, accuracy, and employee satisfaction.
- **Cross-functional HR Support:** Assist with HR-related tasks, such as onboarding, benefits administration, and performance management, as needed.

Job Offer

- Competitive salary with performance-based bonuses.
- Comprehensive benefits package, including health, dental, and vision insurance.
- Generous paid time off (PTO) and holiday schedule.
- Opportunities for career development and professional growth.
- Flexible work arrangements, including the possibility of remote work twice per week.
- Employee recognition initiatives to celebrate achievements and contributions.
- Inclusive and collaborative work culture that values diverse perspectives.

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

- Proven experience in payroll processing and vendor management, with at least 2-3 years in an HR or payroll-related role.
- Strong understanding of payroll systems, regulations, and tax laws.
- Experience managing relationships with external service providers or vendors, particularly in payroll or HR services.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with both internal teams and external partners.
- Strong problem-solving skills with a focus on delivering solutions in a timely manner.
- Detail-oriented, with a high level of accuracy and organization.
- Ability to work under pressure and manage multiple priorities in a fast-paced environment.
- A degree in Human Resources, Business Administration, or a related field is preferred.
- Japanese fluency with English ability.
- Bachelor's Degree

Company Description

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