



People Services Senior Generalist

フランス系大手製薬企業での募集です。HRジェネラリストのご経験のある方は歓迎...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

フランス系大手製薬企業

Job ID

1515010

Industry

Pharmaceutical

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6.5 million yen ~ 10 million yen

Work Hours

08:45 ~ 17:30

Holidays

【有給休暇】初年度 10日 4か月目から 【休日】完全週休二日制 土 日 祝日 年末年始 土・日・祝日・夏季休暇・有給休暇 (...)

Refreshed

March 6th, 2025 12:01

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2272113】

- ・ Supervise on a day to day basis the benefit Kuala Lumpur Hub team members
- ・ Lead the administration of Employee Life Cycle (ELC) Benefit task for Japan working to the respective Service Level Agreements (SLAs)
- ・ Manage operational ELC Benefit Administration activities working closely with the broader People Services team and with the Payroll BPO partner

- ・ Address operational issues following through to resolution in an effective and timely manner
 - ・ Deliver operational KPIs and comply with the company's policies and guidelines including GDPR/ Japan local regulations
 - ・ Provide Level 2 support for ELC Benefit Administration processes in partnership with the broader People Services team
 - ・ Participate in continuous improvement and corporate initiatives projects. Represent the Japan specific requirements.
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Required Skills

英語ビジネスレベル
HRジェネラリストとしてのオペレーション経験

Company Description

ご紹介時にご案内いたします