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Compensation & Benefits Manager - Global Jewelry

C&B Manager - Global Jewelry

Job Information

Recruiter
[Michael Page](#)
Job ID

1515742

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

10 million yen ~ 13 million yen

Refreshed

January 15th, 2025 14:16

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 legendary luxury jewelry brand is seeking a highly skilled and detail-oriented Compensation & Benefits Manager to join our HR team. This role will focus on managing and overseeing a variety of compensation, benefits, labor cost, payroll, and HR data management processes, while ensuring compliance with global and local guidelines.

Client Details

The brand is renowned globally for its exceptional craftsmanship and timeless elegance in the luxury goods sector, particularly in fine jewelry. With a legacy spanning over a century, it has established itself as an iconic symbol of sophistication, quality, and innovation. The business offers a wide range of products, including engagement rings, necklaces, bracelets, watches, and accessories, with a focus on using the highest-quality materials. The brand operates globally through a network of stores in prestigious locations, offering an exclusive shopping experience. It also has a strong digital presence, ensuring that customers can enjoy its luxury products in a convenient and personalized way. Through its rich heritage, the brand continues to define luxury in the modern world.

Description

Compensation & Benefits:

- Work closely with HRBPs to conduct the Annual Individual Compensation Review (ICR) and ensure a smooth process for salary reviews.
- Collaborate with Retail & Retail Excellence, and FP&A teams on commission-related tasks.
- Conduct salary benchmarking surveys, create C&B reports, and perform market data analysis to support management decision-making.
- Advise on salary proposals and provide legal guidance regarding compensation changes.
- Review and update benefits policies, including long service awards, health checks, and employee discount programs, in collaboration with General Affairs.
- Manage working visa-related administrative tasks, including checking during hiring and renewal processes.

Labor Cost Budget, Control, and Reporting:

- Partner with HRBPs, FP&A, and HQ to develop labor cost budgets and forecasts, including accruals for paid leave.
- Prepare monthly, annual, and ad-hoc reports related to labor costs.

HR Data Management:

- Ensure accurate management of HR-related data, conducting regular data audits.
- Oversee HRIS systems in Japan and work with the Global team as necessary.
- Lead HRIS-related projects to streamline processes and enhance system functionality.

Payroll:

- Manage a team to handle monthly payroll and annual bonus processes.
- Collaborate with payroll vendors to ensure smooth execution of payroll calculations and related tasks.
- Review and approve payroll results, ensuring accuracy in payments and journal entries.
- Address employee inquiries regarding taxes, social insurance, and various application processes, in collaboration with external vendors.
- Maintain time attendance system data and handle employee entry, exit, and transfer-related procedures.
- Respond to inquiries from governmental authorities and provide required reports (e.g., disability/employment status, statutory reporting, etc.).
- Act as liaison for group-wide benefits programs.
- Coordinate expat-related services, including insurance, pension, and tax matters, in collaboration with tax accounting firms.

Policy & Procedure:

- Ensure employment regulations are aligned with both global guidelines and local policies, with regular updates and changes as necessary.
- Support the review, implementation, and communication of C&B-related policies and procedures.

Job Offer

- **Career Development and Training:** The company provides various programs to support career growth, including training, mentorship, and opportunities for internal mobility across its diverse portfolio. Employees have access to resources to enhance their skills and advance within the organization.
- **Competitive Compensation:** The company offers competitive salaries along with performance-based incentives, ensuring employees are rewarded for their contributions. Compensation packages are designed to be attractive and aligned with industry standards.
- **Comprehensive Benefits:** Employees typically enjoy comprehensive healthcare, retirement plans, and insurance coverage, tailored to local regulations and needs. The company is also known for providing various well-being programs to support work-life balance.
- **Work Environment:** The company places a strong emphasis on creating a supportive and inclusive work environment. Employees work in a culture that values creativity, innovation, and craftsmanship, alongside a commitment to sustainability and social responsibility.
- **Global Exposure:** With a global presence, employees have the opportunity to work in international markets, experience different cultures, and participate in global projects, offering unique advantages for personal and professional growth.
- **Employee Discounts and Perks:** As part of its diverse brand portfolio, employees enjoy exclusive discounts on products, as well as other perks like access to VIP events or special offerings.
- **Work-Life Balance:** The organization encourages a healthy work-life balance, offering flexible working arrangements, paid time off, and other programs designed to support personal and family needs.
- **Sustainability and Social Responsibility:** Employees are often involved in the company's sustainability initiatives, which focus on environmental responsibility, ethical sourcing, and community engagement.

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

- Bachelor's degree in Human Resources, Business Administration, or a related field.

- Significant experience in compensation & benefits, payroll, or HR operations, with a strong understanding of labor laws and compliance in Japan.
- Proven experience managing HRIS systems and driving process improvements.
- Strong analytical skills, with the ability to interpret data and provide insights.
- Excellent communication skills, with the ability to work effectively across various teams and departments.
- Fluent in Japanese and English, both written and spoken.
- Strong attention to detail and organizational skills.
- Ability to manage multiple tasks and projects simultaneously.
- Proactive and solution-oriented mindset with a focus on continuous improvement.
- Strong leadership and team management skills.

Company Description

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