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C&B/HRIS Staff - Luxury organization

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Job Information

Recruiter
[Michael Page](#)
Job ID

1520494

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 8.5 million yen

Refreshed

February 4th, 2025 17:48

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The role involves managing HR data and payroll processes for 2 brands in Japan, overseeing tasks like onboarding, attendance, leave management, and payroll optimization, while ensuring data integrity and compliance. You will also collaborate with global teams to analyze labor costs, requiring expertise in HRIS systems, payroll, and data analysis.

Client Details

This fashion group owns a diverse portfolio of iconic brands, along with various brand licenses, encompassing a wide range of products and services. With extensive manufacturing expertise, a broad sales network, and cutting-edge marketing capabilities, the group operates businesses globally.

Description

- **HRIS Responsibilities:**

- Lead local HRIS tasks under the guidance of the C&B Manager, involving both operational and project-based work
- Manage HR data using HRIS (onboarding, transfers, terminations) and communicate HR announcements

- Ensure data integrity and accuracy
 - Handle local HR reporting in Japan, coordinating with the head office
 - Analyze and suggest process improvements for efficiency and optimization
 - Act as the point of contact with the global HRIS team
- **Payroll Management and Efficiency:**
 - Oversee payroll and attendance processes for two companies in Japan
 - Collaborate with payroll vendor to ensure high-quality payroll services
 - Revise company policies, establish agreements (e.g., 36 agreements), and explain to employee representatives
 - Manage employee leave (e.g., maternity, sick leave)
 - Create and analyze payroll-related data (e.g., labor costs)
 - Report on overtime hours and manage hygiene committee operations
- **Skills and Experience Required:**
 - 2+ years of experience in HRIS system operations
 - Experience in HRIS system evaluation, analysis, configuration, and maintenance
 - Strong understanding of HR concepts, best practices, and procedures
 - Around 1 year of experience in payroll and benefits administration
 - Basic knowledge of social and labor insurance
 - Proficient in Excel (IF, VLOOKUP, Pivot Tables)
 - Strong analytical and critical thinking abilities
 - Ability to draw conclusions from data analysis
 - Proficiency in reading and writing English

Job Offer

- Competitive salary with performance-based incentives and annual bonuses
- Opportunities for career growth and professional development across a global network
- Access to a diverse portfolio of iconic fashion and lifestyle brands
- Comprehensive health and wellness benefits, including medical and retirement plans
- Flexible working hours and the option for remote work
- Supportive and collaborative work environment focused on innovation and creativity
- Employee discounts on a wide range of luxury products and services
- Opportunities to work on exciting, challenging projects in a dynamic industry
- Strong emphasis on diversity, inclusion, and employee well-being
- Regular internal and external training to build skills and expertise in the industry

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

- HR experience in the retail industry or companies with flexible working hours
- Experience managing HRIS projects
- HR experience in a foreign company or shared services environment
- Experience working with payroll vendors
- Experience with salary revisions and bonus calculations
- Experience with policy revisions

Company Description

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