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HR Management/Administration Specialist - Watch company

C&B Specialist - Watch company

Job Information

Recruiter
[Michael Page](#)
Job ID

1524156

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 8 million yen

Refreshed

March 4th, 2025 10:03

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The HR Management/Administration Specialist will manage HR data, prepare budgets, compensation data submission, handle expatriate insurance, and support HR and General Affairs projects for a world renowned luxury brand. This role requires close collaboration with internal teams and external consultants to ensure efficient HR operations.

Client Details

This prestigious European brand is a symbol of exceptional craftsmanship, blending bold creativity with timeless luxury. Renowned for its exquisite jewelry, watches, and accessories, it draws inspiration from its rich heritage while embracing innovative design and contemporary elegance. In Japan, there are 500 employees.

Description

- **HR Data Management:**

- Input, manage, and extract HR data, including onboarding, offboarding, transfers, promotions, demotions, and salary changes.
- Act as the liaison for system management with headquarters, leading system implementations, changes, and

- updates.
 - Ensure data accuracy and conduct regular audits.
 - Manage HRIS locally and coordinate with global teams as necessary.
 - Lead HRIS projects.
- **Budget Preparation:**
 - Compile and extract data for personnel expenses and submit budget data.
 - Collaborate with the Business Planning & Control team to prepare budgets and conduct variance analysis.
- **Compensation Data Submission:**
 - Submit market compensation data to consulting firms to determine appropriate compensation ranges.
- **Individual Compensation Review:**
 - Work with HR Business Partners to support the Annual Individual Compensation Review process.
- **Shop Incentive:**
 - Coordinate commission-related work with Retail & Excellence teams, Business Planning & Control, and Finance teams.
- **Project Support and Ad-hoc Requests:**
 - Support HR and General Affairs projects and respond to ad-hoc requests from Business Partners.
 - Handle overseas insurance transactions and payment applications for expatriates, managing related budgets.
 - Coordinate social reporting processes and liaise with global teams to gather necessary information for accurate results.
 - Provide accurate models and projections for staff costs-related projects and initiatives such as compensation plan changes, benefits plan changes, organizational changes, and headcount scenarios.

Job Offer

- **Exposure to Global Operations:** Gain valuable experience working with a globally recognized brand, collaborating with international teams and understanding global HR systems.
- **Leadership Development:** Lead key HRIS projects and contribute to major HR initiatives, enhancing your leadership and project management skills.
- **Broad Scope of Responsibilities:** Develop expertise in various HR functions, including data management, budgeting, compensation, and project support, making you a versatile HR professional.
- **Collaborative Environment:** Work closely with different departments (Finance, Retail, Business Planning) and senior leaders, expanding your professional network and cross-functional knowledge.
- **Competitive Compensation and Benefits:** Access to an attractive compensation package and additional perks, such as working in a prestigious, luxury-focused industry.
- **Career Growth Opportunities:** Potential for career advancement within the organization, supported by ongoing professional development and exposure to high-level HR practices.
- **Impactful Work:** Play a key role in shaping organizational strategies, influencing employee experience, and contributing to the company's success and growth in the region.

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

- * 5+ years of experience in HR data management, budget preparation, and compensation analysis.
- * Experience in a global company and/or matrix organization is preferred.
- * Accounting principles and procedures.
- * Budget and Personnel costing techniques.
- * Strong team collaboration and management skills.
- * Native level of Japanese and business level of English.
- * Advanced proficiency in MS Excel.
- * Ability to balance hands-on tasks with strategic thinking.
- * Proactive approach to continuous improvement and problem-solving.
- * Ability to prioritize tasks, meet deadlines, and deliver results under pressure.
- * Excellent interpersonal and communication skills.
- * High level of confidentiality and professionalism.

Company Description

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