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## Sr. C&B Specialist - Outdoor equipment

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#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1525355

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 9 million yen

**Refreshed**

March 10th, 2025 15:56

#### 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

This role involves managing payroll, people data, and HR information for the Japan division, utilizing Workday for efficient data handling. Additionally, it supports the C&B Manager in overseeing total reward programs, ensuring alignment with business goals and a performance-based compensation culture.

**Client Details**

This business is a global leader in sporting goods and outdoor equipment, offering a wide range of products for active lifestyles. It focuses on innovation and high-performance brands in categories such as apparel, footwear, and fitness equipment. For those living an active lifestyle, there's a great chance you have some of their products yourself!

**Description**

- Payroll/Time and Attendance/Workday
- Oversee payroll and time attendance processes in Japan
- Create and analyze payroll-related data (e.g., labor costs)

- Collaborate with payroll vendor to ensure high-quality payroll services
- Employee Life Cycle Management (New Hire to Exit) including Management of items returned from retirees
- Main point of contact from Japan employee (both corporate and retail) regarding Payroll and Employee Life Cycle (New Hire to Exit)
- Manage HR data using Workday (onboarding, transfers, terminations) and communicate HR announcements
- Manage total People OPEX control in collaborating with Japan Finance team
- Making Monthly Report (Turnover, disability etc.)
- Management of work rules and regulations
- Ensure continuous improvement and execution of incentive and reward systems (local/regional/brand)
- Manage annual merit increase & incentive structure management

#### Job Offer

- Annual salary review
- Annual bonus (incentive)
- Retirement pension plan
- Defined contribution plan (fully company-funded)
- Reimbursement of transportation costs
- Comprehensive social insurance
- Employee discount program (applicable to all brands)
- Housing rental benefits for apartments
- Discounts at 38,000 nationwide hotel facilities
- Corporate membership at 7,600 sports clubs nationwide
- 24/7 health and mental consultation service
- Maternity leave (up to 8 weeks before childbirth)
- Parental leave and subsidies (monthly and one-time childcare support)
- Care leave and subsidies (excess insurance support, purchase of caregiving supplies)
- Free e-learning (around 800 courses available)
- Discounts at approximately 30,000 restaurants nationwide
- Discounts on massages and spas
- Discounted prices at movie theaters and leisure facilities

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Henderson on +813 6627 6055

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#### Required Skills

Required skill and experience:

- More than 5 years of Payroll management experience includes vendor management
- Advance knowledge of Japan labor role and social insurance system
- Must be good in Microsoft Excel (vlookup and pivot table )and sensitive to numbers
- Time and Attendance system experience
- Fluent Japanese /Business Level English
- Experience working in Retail, apparel and fashion industry.
- General IT / PC Skill, Excel Word, Power point

Preferred skill and experience:

- C&B Planning experience
- Workday management experience
- Passion to outdoor or winter sports activity

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#### Company Description

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