


www.michaelpage.co.jp

HR Manager (Compensation & Benefits) - Chocolate company

HR Manager (C&B) - Chocolate

Job Information

Recruiter
[Michael Page](#)
Job ID

1527707

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 10 million yen

Refreshed

March 19th, 2025 11:58

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 individual will manage compensation and benefits, train team members, and oversee HR systems supporting talent management, employee data, and reporting. Additionally, they will be responsible for enhancing the employer-employee relationship, developing policies and programs that promote a positive work environment, and collaborating with cross-functional partners.

Client Details

This premium European chocolate brand has successfully established its presence in Japan. Known for its high-quality chocolate products, Lindt has been focusing on both maintaining its global brand reputation and adapting to the unique tastes and preferences of Japanese consumers. The company operates several boutiques across Japan and recently opened a brand new corporate office in central Tokyo.

Description

Compensation & Benefits

- Manage monthly payroll for 1000+ employees, ensuring accuracy, timeliness, and compliance with applicable laws.

- Coach and support the C&B staff with complex payroll queries and processes.
- Work with payroll vendor to manage accurate monthly payment, including store incentive bonuses.
- Check and approve all monthly payroll transactions.
- Investigate budget vs. actual anomalies.

HR Reporting

- Deliver accurate labor cost reporting.

Employee Relations

- Provide information to employees on counselling, benefits, and other services.
- Collect and analyze data.
- Inspect and improve the physical environment.
- Investigate workplace situations.
- Address voices/opinions/complaints from employees.
- Improve HR policies and employee benefits.
- Contribute to organizational effectiveness and create a high-performing culture.
- Stay updated on the external environment to ensure current approaches and compliance.
- Statistical reporting to government bodies, including WGEA reporting.
- Maintain and develop the premium corporate image and reputation, while ensuring the protection of the company brand.

HRIS

- Manage new HRIS implementation project.
- Explore new options to replace current HR systems, delivering an exceptional user experience and enabling informed decision-making at all levels within the organization.

Job Offer

- brand new office in central Tokyo
- career progression
- work in a large, supportive HR team
- great benefits and annual leave
- performance bonus on top of competitive salary
- make an impact to the business from a HR perspective
- work from home options with flex time

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

- Familiar with C&B, including, job grade, salary ranges, payroll, pension, and benefits.
- High technical aptitude and strong interest in digital / technology
- Excellent candidate & talent pool management
- Proficient with Microsoft Office programs: Excel, PowerPoint and Word.
- Knowledge of company operating procedures, and policies of the HR department
- Experience across: Employee Cost Budgeting, Employee salary analysis, change management

Company Description

This premium European chocolate brand has successfully established its presence in Japan. Known for its high-quality chocolate products, Lindt has been focusing on both maintaining its global brand reputation and adapting to the unique tastes and preferences of Japanese consumers. The company operates several boutiques across Japan and recently opened a brand new corporate office in central Tokyo.