



HR Planning Specialist (Payroll / C&B)/人事企画スペシャリスト（給与・C&B）

Flextime | WFH | Global Company

Job Information

Recruiter

iWill Capital G.K.

Hiring Company

Our client is a global company in the food and beverages industr

Job ID

1530348

Industry

Food and Beverage

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

4 million yen ~ 9 million yen

Refreshed

April 16th, 2025 07:00

General Requirements

Minimum Experience Level

Over 3 years

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

Our client is looking for an **HR Planning Specialist** to support essential HR operations and execute key initiatives aligned with their HR strategy. This role requires a detail-oriented professional with expertise in payroll, social insurance procedures, and HR compliance.

Key Responsibilities

- Manage payroll processing and social insurance procedures, ensuring accuracy and compliance in collaboration with external service providers.
 - Oversee employee onboarding, offboarding, leave management, and internal transfers.
 - Administer corporate housing arrangements with third-party service providers.
 - Handle financial savings plans, Defined Contribution (DC) pensions, and disability income protection programs.
 - Contribute to cross-functional HR projects to enhance operational efficiency and compliance.
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Required Skills

Skills & Qualifications

- Strong knowledge of labor law, payroll operations, and tax regulations (withholding tax).
- Experience in HR systems and processes, including benefits administration.
- Proficiency in Microsoft Excel, Word, and Access.
- Familiarity with payroll journal entries is a plus.

Key Competencies

- Ability to proactively address challenges and drive improvements.
 - Strong analytical skills and a results-driven mindset.
 - Commitment to continuous learning and staying updated with industry trends.
 - Integrity and strong relationship-building skills.
 - Leadership in execution and problem-solving.
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Company Description