



HR Benefits and Payroll

外資系証券会社での募集です。給与・社会保険のご経験のある方は歓迎です。

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

外資系証券会社

求人ID

1486586

業種

証券

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 900万円

勤務時間

08:50 ~ 17:00

休日・休暇

【有給休暇】有給休暇は入社時から付与されます ※有給休暇は入社時から付与されて利用可能 ※入社7ヶ月目には最低10日以上 【休...

更新日

2024年07月18日 16:26

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

【求人No NJB2239423】

- ・ Handle an end to end payroll cycle and Japanese Social Insurance administration tax and audits
- ・ Process new hires terminations intercompany transfers and rehires
- ・ Resolve payroll issues for employees
- ・ Handle reconciliation among various reports/statements
- ・ Handle relevant payroll reporting and liaise with HK HR as required

- Handle the evaluation planning design implementation and administration of the Company's benefits programs including health welfare and retirement programs
 - Act as primary contact for vendors as well as employees in relation to benefits and employee records (e.g. Company Housing Immigration Group Insurance and etc.)
 - Process benefits enrollments and terminations and relevant administration
 - Create and manage the benefits communication process including but not limited to announcements meetings open enrollment and etc.
 - Monitor and recommend modifications to Local HR policies (e.g. Rules of Employment benefit programs and etc.) for the purpose of being compliance and/or enhancing benefits structure
 - Special projects including policies implementation report filings budget management event planning and audits etc.
 - Handle relevant benefits and compensation reporting and liaise with HK HR as required
 - Maintain employee files and other filing systems online and/or offline
 - Processing verification and cost allocation of HR related invoices
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スキル・資格

- Minimum of 3 years of Benefits and Payroll processing experience
 - Working knowledge of all health and welfare benefits
 - Advanced computer skills Excel Formulas/Tables/Charts/Vlookup/Mail Merge etc.
 - Must have strong communication skills (written / verbal) in Japanese (Native) and English (Business)
 - Experience in Global HR system (e.g. Workday) is strongly preferred
 - Enthusiastic proactive attitude and must be a self starter
 - Proven problem solving experience
 - A good and flexible balance between being a team player and independent while able to work well under pressure
 - Ability to multitask completing numerous tasks for different stakeholders simultaneously
 - Excellent interpersonal and communication skills with a polite and friendly manner
 - Responsible and reliable with a high degree of attention to details
 - University degree qualified or equivalent
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会社説明

ご紹介時にご案内いたします