



## 【900～1400万円】 Payroll Benefit Manager

フランス系大手製薬企業での募集です。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

フランス系大手製薬企業

#### 求人ID

1487891

#### 業種

医薬品

#### 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

900万円～1400万円

#### 勤務時間

08:45～17:30

#### 休日・休暇

【有給休暇】初年度 10日 4か月目から 【休日】完全週休二日制 年末年始 土・日・祝日・夏季休暇・有給休暇（年次により付与...）

#### 更新日

2024年11月22日 04:00

### 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 NJB2234514】

- ・ Maintain payroll benefit administration
- o Oversee the preparation of onsite benefit data including the collation of submissions from internal partners and third party suppliers
- o Become point of contact for payroll benefit KL captive team connecting with local and third party stakeholders
- o Ensure the completion of accurate timely reporting to third parties including pensions company benefit together with all

other reporting for Finance and business requirements

o Oversee preparation of ad hoc reports as required in line with data protection requirements

- Develop and apply up to date knowledge and awareness of local legislation
- Develop expert level knowledge of the activities in scope as well as local knowledge of entities in scope
- Identify process improvement/ process simplification opportunities through elimination of redundant activities
- Drive the process automation initiatives and ensure seamless adoption and transition for Japan
- Participate in global projects as required and if applicable.
- Liaise with P C COEs such as Performance and Rewards TA Talent Management to ensure Play to Win strategy in place.
- Ensure BO People Services Executive KPIs Japan deliver with high quality and in compliance manner.
- Ensure that People Services Global Core model implement in Japan with minimal exception.
- Ensure that People Services process in Japan fulfill Internal Control framework.
- Provide proactive support to close the gap from Self assessment for Internal Control and follow up on Internal and External Audit finding.
- As a Change Agent for BO People services new ways of working in Japan
- Be part of extended Global BO People Services Team.

He / She works closely with P C Legal Finance ITS and Facilities management at regional and country levels and People Services teams in countries and KL Captive Centers (Malaysia) .

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## スキル・資格

- Experience in managing payroll
- Manage/Audit Payroll process (Both KL and Vendor Alight)
- Process Excellence side review process make it lean
- Someone who understands Japanese payroll practices very well
- Part of onboarding (several experience)
- Behaviour: driving mindset if possible
- English business level Japanese Fluent
- We are stabilization phase kind of chaotic more opportunities to come in the future
- Interaction with Global Digital teams

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## 会社説明

ご紹介時にご案内いたします