

HR Operations Specialist 👍 独占求人

WFH available, flex-time can be arranged

募集職種

派遣会社
ランスタッド株式会社 プロフェッショナル事業本部

採用企業名
International Food-company

求人ID
1489876

業種
食品・飲料

会社の種類
中小企業 (従業員300名以下) - 外資系企業

雇用形態
派遣

勤務地
東京都 23区

給与
450万円 ~ 650万円

ボーナス
給与：ボーナス込み

時給
negotiable

休日・休暇
Weekends, holidays

更新日
2024年12月26日 03:00

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
日常会話レベル (英語使用比率: 10%程度)

日本語レベル
ネイティブ

最終学歴
短大卒：準学士号

現在のビザ
日本での就労許可が必要です

募集要項

Interim haken (6+ months)

Current HR team: 5 people
Company: 160 people in total

Tasks:

- Manage all retirement schemes, i.e., DB Pension, DC Pension and Cash Balance Plan.
DB : Pre-calculation, Payment (for leavers and pensioner's) via DB system
- Submit annual actual payment data to WTW for US GAAP (Nov - Jan)
DC : Supervise all the process done by HR staff
- Hold annual DC seminar together with NISSAY in Q4 (prep starts in Q3)
- Cash Balance (CB) : Manage by Excel (updated by HR staff.). Payment as retirement allowance
- Inform retirement process for those who are retired
- Manage and operate HR database Workday as local MDS = Master Data Specialist
- Create Position / Job Change (Promotion / Demotion / Transfer etc) / Org Structure Change / Leave / Termination
- Liaise with Zone Workday DMO as needed
- 1st contact for Long-term sick leave, Maternity, Parental leave
- Inform the scheme to employee
- Manage revisions of company regulations, perform all policies and processes in Compensation and Benefit area.
- Regulation updates: Confirm the contents and comparison table with other Office.
- Arrange a meeting with the employees representatives (Tokyo/Chubu/Nishi Nihon) to explain the changes ask for comments
- Compile all the necessary documents to the Labor Offices and send them to the other office.
- Create and send internal announcements
- Investigate HR related whistleblowing.
- Coordinate discipline committee, when necessary
- Coordinate monthly company dr's consultation
- the 3rd Thursday in the month. Mandatory consultation ->45h+OT more than 3months continuous, 70h+OT by attendance records
- Ask for advice on employees' health check results
- Return-to-work consultation for employees on leave
- Respond to annual / random audits, e.g. Withholding tax audit by national tax agent (collaborate with Finance)
- Oversee all payroll operations.

スキル・資格

- Japanese language
- experience in DB Pension, DC Pension and Cash Balance Plan

会社説明