

ingenico

(Payroll + Generalist) HR Operations Specialist

Global Operation

募集職種

採用企業名

Ingenico Japan株式会社

求人ID

1511296

業種

その他（金融）

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

経験考慮の上、応相談 ~ 750万円

ボーナス

給与：ボーナス込み

勤務時間

9AM - 6PM

更新日

2024年12月27日 00:00

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

ビジネス会話レベル

日本語レベル

流暢

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

JOB PURPOSE/MISSION:

The HR Operation Support Specialist is pivotal in ensuring the seamless operation of human resources functions within the organization. This role involves providing comprehensive administrative and operational support to the People and Culture Team facilitating the effective implementation of HR policies and procedures and enhancing the overall employee experience. By maintaining accurate HR records, assisting in the recruitment process, coordinating employee onboarding

and training, and handling employee inquiries, the HR Operation Support Specialist contributes to a productive and compliant workplace. This position requires a high level of organization, attention to detail, and strong interpersonal skills to support HR initiatives and foster a positive and efficient working environment.

REPORTING TO:

Regional HR Business Partner

Key Responsibilities:

- Manage pre-boarding, drafting of employment contract for new employee, setting up of profiles in HR system, tracking and processing confirmation and medical benefits administration.
- Manage offboarding process including issuance of letters, payroll management, includes preparation and submission of tax clearance for leavers (where applicable).
- Maintaining P-files of employee, update of employee personal data into HRIS and ensures that the system is updated.
- Prepare and issue employment certification letters including visa letters, certificate of service, reference checks, etc.
- Manage end to end payroll process for **Japan & Philippines**. Work closely with outsourced payroll vendors and local finance to ensure payroll timelines are met and according to country regulations.
- Responsible for assisting with the annual tax filing process. This includes gathering and organizing necessary documentation, ensuring accuracy and compliance with relevant tax laws and regulations, and coordinating with external tax advisors and internal departments to facilitate timely and accurate tax submissions.
- Manage work pass application/ renewal for employees and dependents (if applicable)
- Administer and explain benefits to employees, provide support to managers and employees on operational and benefits related enquiries.
- Manage and maintain leave systems for selected countries.
- Generate HR reports and any reports for statutory reporting purposes including monthly headcount reports.
- Assisting in the annual performance appraisal management process involving salary and bonus review.
- Facilitate employee engagement events for organization.
- Support manpower data reporting/ updating and consolidation where required in government portal.
- Process any government funded leave claims or any employer benefits.
- Support any audits on HR processes, policies, payrolls when required.
- Support People and Culture partners on other operational tasks.

(This list is not exhaustive, the job holder may be required to carry out other duties as required to fulfill the role)

スキル・資格

COMPETENCY REQUIREMENT

- Degree/ Diploma in Human Resources/ Business Administration with over 3 years of relevant working experience
- Ability to work independently with minimum supervision
- A self-motivated team player with pleasant personality, meticulous and able to multitask and adapt dynamic fast-paced environment.
- Possess customer centric mindset and positive aptitude to learn.
- Have exposure to Compensation & Benefits.
- Must have strong MS Excel skills for regional data consolidation and reporting.
- Highly organised and attention to detail.
- Experience in handling small project assignment.
- Proficiency in both spoken and written English is required. Fluency in Japanese is an additional advantage.

会社説明