

MichaelPage

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Sr. Manager of HRGA Operations - Global cosmetics company

HRGA Operations Sr. Manager - Cosmetics

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1520430

業種

小売

雇用形態

契約

勤務地

東京都 23区

給与

1200万円 ~ 1500万円

更新日

2025年02月04日 13:20

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

流暢

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

The Senior Manager of HR Operations and General Affairs leads a team of 11, overseeing payroll, budgeting, benefits administration, and general affairs, ensuring smooth operations aligned with the organization's objectives. This role combines team leadership with independent responsibility for key tasks in HR and general affairs management.

Client Details

This dynamic beauty powerhouse is renowned for its innovation and commitment to excellence, offering an exceptional work environment where creativity thrives. Employees enjoy the opportunity to work with some of the most prestigious luxury brands in the industry, gaining exposure to cutting-edge trends and groundbreaking products. With a strong emphasis on career development, mentorship, and global opportunities, it's a place where professionals are empowered to grow and make an impact. The company also fosters a culture of inclusivity, with attractive benefits and a supportive, forward-thinking team that champions personal and professional success.

Description

- Team Leadership and Management:

- Lead and manage a team of 11 staff members, including 8 in the payroll team, 1 HR Controller, and 2 in General Affairs.
 - Provide guidance, mentorship, and support to the team to ensure high performance and professional development.
 - Foster a positive and collaborative team environment.
- **Payroll Operations and HRIS:**
 - Oversee the payroll operation, ensuring accurate and timely processing of employee salaries and social securities.
 - Ensure compliance with all relevant regulations and internal policies.
 - Address and resolve any payroll-related issues or discrepancies.
 - Manage HRIS in Japan and work with Global as necessary.
- **Budget and Forecast of Labor Costs:**
 - Develop and manage the budgeting and forecasting of labor costs.
 - Prepare and present reports on headcounts and labor cost projections to senior management.
 - Analyze and interpret data to provide insights and recommendations for cost optimization.
- **Benefits Administration:**
 - Manage and administer employee benefits programs, including health insurance, retirement plans, and other perks.
 - Ensure that benefits programs are competitive and aligned with industry standards.
 - Address employee inquiries and concerns related to benefits.
- **General Affairs Operation:**
 - Oversee general affairs operation, including office management and administrative support.
 - Ensure a safe, efficient, and well-maintained work environment.
 - Manage emergency goods, evacuation drills, and the security system.
 - Work with external vendors and service providers to manage stationery and other office supplies.
- **Other Responsibilities:**
 - Collaborate with the Internal Auditor to promote and ensure adherence to ethical and compliance guidelines, implementing and monitoring compliance programs and initiatives.
 - Support HRBP with professional advice on employee issues.
 - Respond to inquiries from relevant governmental agencies and submit documentation (e.g., employment status of persons with disabilities, statutory reporting).
 - Handle expat-related services (insurance, pension, tax, moving, and housing) in collaboration with the headquarters and a tax accounting firm.
 - Implement monthly health and safety committee meetings, annual stress checks, and arrange meetings with the company doctor if necessary.
 - Promote annual health checkups working with the outsourced vendor.
 - Act as liaison for the company on common benefits programs.

Job Offer

- Competitive salary and performance-based bonuses (10-15% Performance Bonus on top of base salary)
- Comprehensive health and wellness benefits, including medical coverage
- Retirement plans and financial security options
- Generous vacation time and paid holidays
- Career development opportunities, with access to training, mentorship, and global mobility
- Employee discounts on luxury products and services
- Inclusive and collaborative work culture that promotes innovation and creativity
- Support for work-life balance, including flexible work arrangements
- Access to wellness programs, including mental health support and annual health checkups
- Opportunities to work with prestigious global brands in a dynamic industry

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Henderson on +813 6627 6055

スキル・資格

- Minimum 5 years' experience in payroll administration
- Team management experience of minimum 3 years
- Native level of Japanese and business level of English
- Ability to command MS Excel at advanced level
- Able to balance Hands on vs off, Big Picture vs. Detail in execution
- Strong leadership and team management skills
- Excellent analytical and problem-solving abilities
- Proficiency in payroll systems and HRIS
- Knowledge of relevant labor laws and regulations

会社説明

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