



HR Planning Specialist (Payroll / C&B)/人事企画スペシャリスト（給与・C&B）

Flextime | WFH | Global Company

募集職種

人材紹介会社

アイウィルキャピタル合同会社

採用企業名

Our client is a global company in the food and beverages industr

求人ID

1530348

業種

食品・飲料

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区, 千代田区

給与

400万円 ~ 900万円

更新日

2025年04月16日 07:00

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

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

Our client is looking for an **HR Planning Specialist** to support essential HR operations and execute key initiatives aligned with their HR strategy. This role requires a detail-oriented professional with expertise in payroll, social insurance procedures, and HR compliance.

Key Responsibilities

- Manage payroll processing and social insurance procedures, ensuring accuracy and compliance in collaboration with external service providers.
 - Oversee employee onboarding, offboarding, leave management, and internal transfers.
 - Administer corporate housing arrangements with third-party service providers.
 - Handle financial savings plans, Defined Contribution (DC) pensions, and disability income protection programs.
 - Contribute to cross-functional HR projects to enhance operational efficiency and compliance.
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スキル・資格

Skills & Qualifications

- Strong knowledge of labor law, payroll operations, and tax regulations (withholding tax).
- Experience in HR systems and processes, including benefits administration.
- Proficiency in Microsoft Excel, Word, and Access.
- Familiarity with payroll journal entries is a plus.

Key Competencies

- Ability to proactively address challenges and drive improvements.
 - Strong analytical skills and a results-driven mindset.
 - Commitment to continuous learning and staying updated with industry trends.
 - Integrity and strong relationship-building skills.
 - Leadership in execution and problem-solving.
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会社説明