

MichaelPage

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Compensation and Benefit Assistant Manager - Travel Retail

C&B Assistant Manager - travel retail

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

1534806

業種

小売

雇用形態

正社員

勤務地

東京都 23区

給与

600万円 ~ 900万円

更新日

2025年04月22日 16:48

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

日本での就労許可が必要です

募集要項

The role is responsible for leading compensation and benefits functions, including salary reviews, benefit administration, payroll management, and ensuring compliance with local legal requirements. It also involves managing HR budgeting, data analysis, audits, and systems while collaborating with various internal teams and handling initiatives related to foreign workforce support.

Client Details

This is a global lifestyle brand committed to crafting essential tools for a lifetime of travel. With over 120 years of heritage, it blends function with luxury, innovation with tradition, and craftsmanship with thoughtful design. The company has around 150 employees, including a 30-person back office team, and offers flexible work options such as work-from-home and flextime arrangements.

Description

Compensation and Benefits

- Lead and manage the annual compensation review process in close coordination with HR Business Partners.

- Oversee the review of the retail incentive scheme in collaboration with the Retail Performance Team to ensure alignment with business objectives and market trends.
- Prepare consistent salary packages and secure necessary approvals from global headquarters.
- Conduct and analyze compensation and benefits surveys to benchmark best practices.
- Ensure all HR policies and procedures are regularly updated in accordance with internal standards and legal requirements.
- Oversee the administration of employee benefits, including staff discounts, insurance, and internal sales programs.

Payroll

- Manage monthly timekeeping and payroll processing, ensuring a high degree of accuracy.
- Coordinate payroll operations with external vendors and internal shared service teams, including handling taxes and statutory payments.

Budgeting and HR Data Management

- Lead the preparation, oversight, and analysis of HR budgets and forecasts in partnership with HRBPs and financial planning teams.
- Manage the annual HR accrual process in collaboration with relevant departments.
- Review and submit regular HR reports to headquarters.
- Liaise with internal and external auditors for HR-related audits.
- Continuously review and enhance compensation, benefits, and HR operations processes for efficiency and compliance.
- Oversee HR systems (e.g., HRIS) to ensure data integrity and alignment with company requirements.
- Manage topics related to international employees, including visa applications and relocation support.
- Partner with global HR counterparts on cross-functional projects and initiatives as needed.

Job Offer

- Flexible work arrangements, including work-from-home and flextime options
- Competitive salary and performance-based bonuses
- Comprehensive benefits package, including health and life insurance
- Employee discounts across a wide portfolio of luxury brands
- Access to exclusive employee sales and internal promotions
- Career development opportunities through tailored training programs
- Global mobility and internal transfer opportunities across brands and regions
- A collaborative, diverse, and inclusive work environment
- Engagement in meaningful sustainability and innovation initiatives
- Recognition programs and wellbeing support resources

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 of 5 years in a compensation and benefits role
- Business Level English and fluent Japanese
- Advanced Excel skills
- Knowledge of Japan labor law
- Proactive and detail-oriented
- Accuracy and speed in administrative tasks

- Project management skills
 - Hands-on and team player with a can-do attitude
 - University Degree
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会社説明

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