

# ZARA

## C&B Specialist

**ZARA, ZARAHOME**

### Job Information

**Hiring Company**

ITX Japan Co., Ltd.

**Job ID**

1208893

**Division**

HR

**Industry**

Apparel, Fashion

**Company Type**

Large Company (more than 300 employees) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Shibuya-ku

**Train Description**

Yamanote Line, Ebisu Station

**Salary**

5 million yen ~ 6.5 million yen

**Work Hours**

10 : 00 ~ 19 : 00 (休憩60分)

**Holidays**

完全週休2日制 (土・日)、祝日

**Refreshed**

July 12th, 2025 00:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 25%)

**Minimum Japanese Level**

Fluent

スペイン語ができる方歓迎

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

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**Job Description****Main objective of the position are:**

/ Understanding all parts of C&B : Payroll, benefits processing, tax and social insurance processing, compliance management and personal cost control by controlling internal/external HR system, and expertise in specific role such as payroll and system administration

/ Analyze and develop compensation strategy following global prospective direction: localize and implement them to team and Japan.

**Job Role/Responsibilities:**

/ Involve in all parts of C&B(payroll/benefits/rewards, social insurance, labor management, personal cost control) need at least basic knowledge for all roles

/ Team leading and management for the future and work closely with local, regional and global counterparts (Japanese/English).

/ Develop, localize and implement projects and associate and deal with internal department and global counterparts.

**OTHER INFORMATION**

-Commute expense up to 50,000 yen

-Social Insurance  
employment insurance, health insurance, Long-term care insurance\*from40 y.o/ welfare pension, industrial accident insurance

**BENEFITS**

-Employee discount (ZARA/ZARAHOME) \* after probational period

-Paid holiday (16days on 1st year)  
you can take max. 16days straight for your vacation twice a year by using your paid holiday, and ordinary holidays

-GLTD

-Language Learning Apps (Premium Plan)– Free registration

**NOTICE**

-Double work/ side business is not allowed

-Offering salary is negotiable based on experience.

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**Required Skills**

/ Bachelor's degree or above

/ 2+ years of working experience in mix of : payroll/benefits/rewards, social insurance, labor management

/ Digital / IT savvy, and experience of implementing new system from the scratch or localize the system for adaptation ( project from HQ or take the new outsource system)

**COMPETENCIES & SKILLS:**

- Excellent negotiation and strong influencing skills in English and Japanese

- Digital savvy and PC skill especially excel skill, Flexibility and prefer to fast paced working

- Decisive, Critical and Should-Be thinking and problem solver

- Flexible and adaptable, good interpersonal skills
  - High capability in data accuracy under the law
  - Must have excellent verbal and writing/reading skills in both Japanese and English
  - Excellent dealing with time and risk management
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## Company Description

ITX JAPAN is a member of Inditex group which is one of the world's largest fashion retailers, with eight brands selling in 216 markets through its online platform or its 6,829 stores in 96 markets.

We operate 2 brands (ZARA / ZARA HOME) 78 stores in Japan.

Over the years, Zara has remained faithful to its core values, expressed simply in the same four key words that define all our stores and online platforms: **beauty, clarity, functionality** and **sustainability**.

More info from <http://www.inditex.com/>