

**MichaelPage**

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## Total Reward Specialist

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#### Job Information

**Recruiter**

Michael Page

**Job ID**

1539500

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7 million yen ~ 9 million yen

**Refreshed**

May 15th, 2025 10:34

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

We are seeking a diligent and detail-oriented TR & Payroll specialist for our Human Resources department in the Industrial / Manufacturing industry. Our client is global manufacturer in the mobility and industrial products sector. With a strong heritage and an established presence in Japan, the company is known for its commitment to innovation, safety, and sustainability.

**Client Details**

This is a well-established large organization in the Industrial / Manufacturing industry. Known for their top-quality products, they have a global presence and a committed workforce that contributes to its continuous growth and success.

**Description**

- Administer and improve compensation and benefits programs based on internal guidelines and external market data
- Conduct job evaluations, salary benchmarking, and internal equity analysis
- Support annual C&B processes including merit reviews, bonus planning, and benefits renewal

- Ensure compliance with Japanese labor laws and local social insurance requirements
- Collaborate with HRBPs and managers to advise on compensation decisions and policy interpretation
- Support global and APAC Total Rewards initiatives and tools at the local level

#### Job Offer

- A competitive salary with an estimated range of JPY 7,200,000 to JPY 8,800,000
- Attractive benefits package
- Opportunity to work in a large organization in the Industrial / Manufacturing industry
- A supportive work environment that encourages professional growth

If you are a dedicated professional with a passion for TR & Payroll, we'd love to hear from you. Apply now to be a part of our dynamic team!

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Momo Liu on +81 3 6832 8692.

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#### Required Skills

A successful TR & Payroll specialist should have:

- A bachelor's degree in Human Resources, Business Administration or a related field
- Proficiency in TR & Payroll systems
- Strong knowledge of payroll processes and regulations
- Excellent communication and interpersonal skills
- A high level of integrity and discretion
- A meticulous attention to detail

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#### Company Description

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