



PR/117969 | Global Mobility Officer (Japanese speaking)

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1541579

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 13:02

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job title: Global Mobility Officer (Japanese speaking)

Position: Full-time, permanent

Salary range: around £39,000 - £46,000

General Duties

Main responsibility for gathering data, coordination and ensuring efficient and accurate process of expatriates in the UK, overseas students in the UK, long term business travellers in the UK, non-resident directors in the UK and expatriates in EMEA tax returns. This will include having an understanding of tax equalization and coordination of benefits and compensation packages for the group companies in EMEA.

Responsible for monthly salary payment administration UK and EMEA, Month 13 and Branch visitor for UK payroll.

Supporting Global Mobility Assistant with visa process and applications when required for expatriates, business travellers etc.

Working with Global Mobility Assistant to support the full lifecycle of expatriates working with the relevant colleagues in home country/company including, pre-assignment briefing and answering questions, temporary accommodation booking, bank opening,

onboarding, training, regular support throughout the assignment as required, and repatriation coordination.

Ensure the production of correspondence related to assignment, extension or

repatriation is completed as required.

Work with Global Mobility Assistant to support business travellers, inbound and

outbound, ensuring compliance with visa, tax and social security regulations. Maintain accurate and up to date records and report to authorities as necessary.

Provide HR support to both local staff and expats in 2 small companies in France,

including payroll, tax return for expats, policy work and anything else required.

Maintain data administration to ensure accurate employee information is recorded (in HR system and outside of system). Keep data storage in line with data protection regulations. Work with international agencies, vendors, and government officials when required. Implement and consolidate global mobility policy in partnership with group companies

and the other matters related to global mobility.

Handle all Global Mobility expatriate tasks with the support of the Global Mobility Manager and Global Mobility Assistant to ensure a seamless service and approach to Global Mobility

Work as part of a team to achieve Global Mobility and HR goals

Undertake other duties if required

Required Skills and Experience

2+ years in a similar role

Japanese speaker

Cultural Awareness

Knowledge of UK Modified PAYE (tax equalisation) and tax return data

Good analytical skills

Strong attention to detail

Team work

Good communication skills and ability to liaise with all levels of management

Excellent customer service attitude (internal / external)

Familiar with standard concepts, practices, and procedures within Global Mobility field Ability to manage priorities

Adaptability, performs a variety of complex tasks

Uses initiative and has problem solving attitude

MS Office (Advanced)

Education: English and Maths GCSE Grade C or the above, or equivalent

Location: West London

Working Hours: Monday to Friday, 7 hours a day

#LI-JACUK

Company Description