

MichaelPage

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Sr. Rewards Specialist - Luxury

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Job Information

Recruiter

Michael Page

Job ID

1542346

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Refreshed

May 26th, 2025 17:38

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

This position is responsible for overseeing core Compensation & Benefits functions for the Japan entity, ensuring accurate payroll operations, benefits administration, and compliance with health and labor regulations. The role will also support global HR systems and collaborate closely with both internal and external stakeholders.

Client Details

The client is a global luxury fashion group with a strong presence in Japan. With a team of over 300 employees nationwide, the client blends traditional European craftsmanship with cutting-edge innovation. The Japan office offers a structured yet international work environment, where employees are supported with training, development, and a collaborative culture that values quality and precision in everything they do.

Description

Payroll

- Manage onboarding and offboarding procedures and track attendance

- Calculate salaries, bonuses, and sales commissions accurately and on time
- Oversee payroll vendor performance and ensure compliance with internal standards

Benefits Administration

- Handle day-to-day operations of the defined contribution pension plan
- Coordinate group insurance, babysitter voucher programs, and other benefits

Health & Safety

- Organize health checkups, stress assessments, and hygiene committee meetings
- Coordinate with industrial physicians to ensure workplace health standards
- Support employees on leave, including long-term and medical leave cases

HR Systems

- Input and maintain payroll and social insurance data in global HR systems
- Operate and update the HR core system in line with company procedures

Job Offer

- Competitive salary package
- Full social insurance coverage
- Product discounts
- Commuting allowance
- Access to employee discount programs
- Defined contribution pension plan
- Company-sponsored health checkups and stress assessments
- Annual paid leave, special leave, and sick leave
- Support for work-life balance, including childcare-related benefits
- Opportunities to work in an international, luxury fashion environment
- Career development and training opportunities
- Modern office environment with a collaborative team culture

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Henderson on +813 6627 6055

Required Skills

- Minimum 2 years of experience in HR operations or labor affairs
- Solid understanding of payroll, year-end tax adjustments, and social/labor insurance processes in Japan
- Business-level English proficiency (written and spoken)
- Strong attention to detail, time management, and data accuracy
- Experience working with payroll or HR systems is a plus

Company Description

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