



Understanding People

Compensation & Benefits Analyst (Manufacturing)

HR compensation & benefits expertise

Job Information

Recruiter

Specialized Group

Job ID

1580680

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Kanagawa Prefecture

Salary

Negotiable, based on experience

Refreshed

March 19th, 2026 18:00

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

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Compensation & Benefits Analyst 製造業の報酬・福利厚生アナリスト - Manufacturing (Hybrid, Growing Business)

Our client, a growing company in the manufacturing industry, is seeking a Compensation & Benefits Analyst for their Shin Yokohama office in Japan. This hybrid role offers the opportunity to deepen your expertise in compensation and benefits, with potential for regional or strategic growth.

Key Responsibilities:

- Support annual salary review and bonus decision processes
- Administer Japan benefits programs including social insurances
- Review monthly payroll data and support approval processes
- Ensure compliance with Japanese labor laws

- - Coordinate with external vendors for smooth operations
- - Prepare compensation reports for internal stakeholders
- - Support audits and HR governance activities
- - Contribute to process standardization and improvement

Qualifications:

- - 3–5 years of HR or related back-office experience
- - Native or fluent Japanese language skills
- - Business-level English proficiency
- - Proficiency in Excel and HR data handling
- - Experience with HRIS and payroll systems is desirable
- - Fundamental understanding of Japanese labor law is preferred
- - Experience with compensation and benefits in a multinational organization
- - Experience with job grading or market benchmarking tools is preferred
- - Experience in payroll operations or benefits administration in Japan is preferred

Company Description