



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

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Company Description