

【英語を活かす】C&Bチームリーダー/ C&B Team Leader

外資系航空宇宙企業にて、C&Bチームリーダーの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Job ID

1597551

Industry

Machinery

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6.5 million yen ~ 10 million yen

Refreshed

June 19th, 2026 17:14

General Requirements

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

A global aerospace and defence company is looking for a Compensation & Benefits Team Leader. The selected candidate will manage payroll, compensation and benefits operations, compliance, HR systems, and compensation-related projects while supporting regional and local HR initiatives.

The company operates in the aerospace and defence industry and supports commercial and government customers worldwide. It is a globally recognised organisation with a strong focus on innovation, operational excellence, and international collaboration.

Keywords:

報酬制度, 福利厚生, 給与計算, 社会保険, 人事制度, 人事管理, 労務管理, 人事情報システム, 給与ベンチマーク, コンプライアンス, 求人, 外資系

Job Ref: 9PVFAX

Responsibilities:

- Lead payroll operations, year-end tax adjustments, social insurance procedures, retirement allowance management, and employment contract administration
- Support the implementation and review of local compensation and benefits policies, including insurance programmes, benefits initiatives, and job evaluations
- Contribute to job evaluation, salary benchmarking, and compensation and benefits projects in collaboration with regional HR teams
- Ensure compliance with labour laws, government regulations, and internal policies through continuous monitoring and

- application of best practices
- Provide compensation and benefits expertise and support to internal stakeholders and external partners
- Maintain and optimise HR systems, including payroll, time and attendance, leave management, and core HR administration modules
- Partner with HR Business Partners to address employee compensation and benefits enquiries
- Support compensation-related projects, global mobility cases, and regional HR initiatives

Requirements:

- More than 3 years of experience in Compensation & Benefits, including job evaluation, grading, benchmarking, taxes, social contributions, and benefits schemes
- Advanced proficiency in MS Excel, including VLOOKUP, SUMIFS, IF functions, Pivot Tables, and data cleansing
- Experience managing Excel and/or Google Sheets
- Business level Japanese and English

Preferred requirements:

- Understanding of the Labour Standards Act, Article 36 Agreement, and various employment types
- Experience auditing workflows, identifying process improvements, and creating Standard Operating Procedures
- Experience designing compensation and benefits solutions for non-standard employment cases
- Knowledge of HR management systems such as BIPO and Workday

Company Description

For over 25 years, in Japan, we have been a driving force in the Japanese bilingual recruitment market, providing high-quality candidates for our clients and access to the best jobs. We always put the interests of our clients and candidates first and run on a non-commission model that promotes a working culture where teamwork is incentivised. We strive to find the best fit for both employer and job seeker and don't push people into unsuitable roles.