【外資系金融機関】人事オペレーション責任者｜給与労務

金融未経験歓迎！ハイブリッド勤務可・年収1,000万円台の好条件求人。

Job Information

Recruiter
Morgan McKinley

Job ID
1621009

Industry
Bank, Trust Bank

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

人事労務の経験を活かし、金融業界でキャリアアップを目指しませんか？

給与計算や労務管理、人事システムの運用から業務改善まで、幅広い人事オペレーションを担うポジションです。海外チームとの連携も多く、英語力を活かして国際的なビジネス経験を積めます。

ハイブリッドワーク可・ワークライフバランス良好・年収1,000万円台と、働きやすさと高待遇を両立できる点も魅力です。

主な職務内容

- **人事オペレーション・給与計算**：給与計算、税務・社会保険手続き、福利厚生管理、人事書類の管理を統括。
- **人事システム・データ管理**：HRISや従業員情報を管理し、人事レポートの作成やデータ分析を実施。
- **入退社・雇用管理**：入退社手続き、雇用契約書、就労許可、バックグラウンドチェックなどを管理。
- **労務・コンプライアンス対応**：従業員からの問い合わせに対応し、日本の労働関連法令や社内規程の遵守を徹底。
- **外部ベンダー・海外チームとの連携**：給与計算などの委託先を管理し、海外人事チームや国内関係部門と連携。
- **人事業務の改善・プロジェクト推進**：業務フローの見直し、内部統制の強化、業務効率化、海外拠点を含む人事プロジェクトを推進。
- **採用・人材育成のサポート**：国内採用の事務手続きや社員研修、人材開発プログラムの運営を支援。

Are you an experienced HR Operations professional looking to advance your career in Japan's financial services industry? Join a global financial services firm in Tokyo and take the lead in managing local HR operations, payroll administration, employee relations, and regulatory compliance.

As the HR Operations Lead for Japan, you will oversee essential HR functions, including payroll processing, compensation and benefits administration, HR information systems (HRIS), and employee lifecycle management. Working closely with regional HR teams and business stakeholders, you will ensure efficient HR service delivery while maintaining compliance with Japanese labour laws and internal policies.

This opportunity is ideal for a bilingual HR professional with strong expertise in Japanese payroll, labour regulations, and HR operations, seeking a leadership role in an international financial services environment that offers hybrid working arrangements and excellent work-life balance.

Key Responsibilities

- HR Operations & Payroll Management: Oversee end-to-end payroll processing, tax administration, social insurance procedures, employee benefits, and HR documentation, ensuring accuracy, timely delivery, and compliance with Japanese regulations.
- HRIS & HR Reporting: Maintain accurate employee records and HR information systems, prepare management reports and HR analytics, and ensure data integrity, confidentiality, and effective information management.
- Employee Lifecycle Management: Manage onboarding and offboarding processes, employment contracts, work permits, background checks, and employee-related administrative procedures.
- Employee Relations & Labour Law Compliance: Serve as the primary contact for employee HR inquiries, provide guidance on Japanese employment legislation and HR policies, and ensure compliance with internal standards and regulatory requirements.
- Vendor & Stakeholder Management: Manage relationships with external HR service providers, monitor service quality and costs, and collaborate with regional HR teams and local business stakeholders.
- HR Process Improvement & Regional Projects: Review and optimize HR workflows, strengthen operational controls, and contribute to regional HR transformation initiatives and cross-functional projects.
- Recruitment & Learning and Development Support: Coordinate local recruitment administration and support employee training, professional development programs, and related HR activities.

Required Skills

必須条件 経験・資格：

- 大学卒業以上（または関連実務経験 5年以上）
- 給与計算（ペイロール）、人事オペレーション、報酬・福利厚生管理の経験
- 日本の労働法規、所得税、社会保険制度、労務コンプライアンスの専門知識
- MS Officeのスキル

ソフトスキル：

- 分析力・問題解決力
- コミュニケーション能力、対人スキル
- 個人情報や機密情報を適切に扱い、管理できる倫理観・責任感

語学力：

- **日本語：** 流暢
- **英語：** ビジネスレベル

歓迎条件

- 金融業界経験
- SAP、SAP SuccessFactors、その他のHRIS・給与計算システムの使用経験

採用企業について
外資系金融。

詳細はお問い合わせください。

この求人がおすすめの理由

- 金融業界で活躍するチャンス
- 英語を活かし、国際的なビジネス経験を積める
- ハイブリッドワークOK
- ワークライフバランス良好

- 年収1000万円台の高報酬案件

Required Skills and QualificationsExperience:
- Bachelor's degree or at least 5 years of relevant HR experience, ideally covering HR operations, payroll administration, and employee lifecycle management.
- Proven hands-on experience managing Japanese payroll processes, compensation and benefits administration, and HR operations.
- Strong working knowledge of Japanese employment law, labour regulations, income tax, and social insurance requirements.
- Experience maintaining HR documentation, employee records, and HR reporting processes while ensuring confidentiality and regulatory compliance.
- Proficiency in Microsoft Office, including Excel, Word, and PowerPoint, for HR reporting, data management, and administrative activities.

Soft Skills:
- Strong organizational and time management skills, with the ability to manage multiple HR responsibilities and competing priorities.
- Excellent analytical and problem-solving abilities to identify operational challenges and implement effective solutions.
- Strong interpersonal and stakeholder management skills to collaborate with employees, management, external vendors, and regional HR teams.
- High level of professionalism, discretion, and integrity when handling confidential employee information and sensitive HR matters.
- Proactive and detail-oriented approach to HR service delivery, process improvement, and regulatory compliance.

Language Requirements:
- Japanese: Fluent proficiency, both written and spoken, for employee communications, payroll administration, and local HR compliance.
- English: Fluent proficiency, both written and spoken, for communication with international stakeholders and regional HR teams.

Preferred Skills & Qualifications
- Previous HR operations or payroll experience within the banking, financial services, or corporate banking industry.
- Experience using SAP, SAP SuccessFactors, or other HRIS and payroll management systems.
- Familiarity with regional HR processes, international HR reporting, and cross-border stakeholder coordination.
- Experience supporting HR process improvements, operational controls, or regional HR projects.
- Knowledge of compensation and benefits administration within a multinational organization.

About the Company
Our client is a global financial services firm with operations in an international business environment.

The organization offers an opportunity for experienced HR professionals to manage critical HR operations in Japan while collaborating with regional HR teams and business stakeholders.

With a focus on effective people management, regulatory compliance, and operational efficiency, the firm provides an environment where HR professionals can contribute to the smooth functioning of the business and support employees throughout their careers.

This is an opportunity to develop your career within the financial services sector, combining local Japanese HR expertise with exposure to international HR practices and regional collaboration.

Why You'll Love Working Here
- Competitive Compensation: Join an international financial services organization offering a competitive compensation package.
- Hybrid Working Arrangements: Benefit from a combination of office-based and remote working, providing greater flexibility in your working environment.
- Excellent Work-Life Balance: Enjoy a working environment with minimal overtime, supporting a healthier balance between professional and personal commitments.
- Global Exposure: Collaborate with international stakeholders and regional HR teams, gaining valuable experience in a multinational financial services environment.
- Broad HR Responsibilities: Take ownership of payroll, compensation and benefits, HR compliance, employee lifecycle management, and HR operations across Japan.
- Professional Development: Strengthen your expertise in Japanese labour law, payroll management, HRIS, and international HR operations while contributing to regional initiatives.
- Strategic Business Contribution: Play an important role in improving HR processes, strengthening operational controls, and ensuring compliant HR service delivery.
- Cross-Functional Collaboration: Work closely with employees, business leaders, external service providers, and regional HR professionals to support organizational effectiveness.

Company Description

Morgan McKinleyは国際的な人材コンサルティング会社として、さまざまな業界・分野をリードする採用企業様と、スペシャリストとしてのスキルを有する人材とを結びつけるお手伝いをしています。1988年の創立以来、Morgan McKinleyの名は、「卓越した質のサービス」「市場知識の豊富さ」「No.1企業であり続けようとする強い意志」、そして何よりも「実績」を体現する会社として知られています。

リクルーティング スペシャリストである弊社コンサルタントまでお気軽にお問い合わせください。