SPECIALIZED GROUP Understanding People

Total Rewards Senior Specialist / 報酬・福利厚生シニアスペシャリスト

年収1,000万 ~ 1,400万円以上

Job Information

Recruiter
Specialized Group

Job ID
1621572

Industry
Other

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 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

Total Rewards Senior Specialist | Flexible work hours | 10M - 14M+ JPY

Overview

Our client is seeking a Total Rewards Manager to support and coordinate compensation and benefits programs across multiple countries in the Asia-Pacific region. This role offers the opportunity to align global strategies with local market needs while contributing to talent attraction and retention through competitive total rewards programs. The position is based in Tokyo and includes benefits such as a hyperflex work system.

Key Responsibilities:

- Collect and analyze compensation data and local market practices
- Conduct salary and benefits market benchmarking surveys
- Maintain HRIS data accuracy and integrity for compensation processes
- Ensure documentation and controls meet audit and compliance standards
- Support offer and off-cycle salary adjustment approvals
- Contribute to development and implementation of compensation policies
- Support compensation planning including merit, bonus, and incentives
- Prepare HR statistical summaries, analyses, and reports
- Lead or support change management initiatives in compensation and benefits
- Develop and manage employee communication strategies for total rewards
- Build and maintain relationships with internal stakeholders and vendors
- Adapt global total rewards strategies to local market requirements
- Manage projects related to total rewards program enhancements
- Coordinate well-being initiatives and local employee engagement activities

Requirements:

- 5+ years experience in compensation and benefits management
- Strong knowledge of local labor laws and government regulations in APAC
- Experience conducting salary and benefits market benchmarking analyses
- Proficiency with HRIS systems for compensation data management
- Ability to prepare detailed HR statistical reports and analyses
- Experience in compensation planning including merit, bonus, and incentives
- Strong documentation and audit compliance skills
- Experience collaborating with regional and global HR teams
- Project management skills for leading total rewards initiatives
- Ability to develop and implement employee communication strategies
- Vendor management experience for external benefits providers

Benefits:

- Flexible work hours

Company Description