



## Payroll Specialist/Veoliaグループの給与計算業務

パリに本社を構え、世界をリードする総合環境サービス企業の日本人

### Job Information

**Hiring Company**

Veolia Japan K.K.

**Job ID**

1345510

**Division**

HR

**Company Type**

Large Company (more than 300 employees) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Minato-ku

**Train Description**

Yamanote Line, Tamachi Station

**Salary**

Negotiable, based on experience

**Refreshed**

June 7th, 2023 02:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation (Amount Used: English usage about 25%)

**Minimum Japanese Level**

Native

親会社はフランスの為、フランス国籍のスタッフも多く在籍しております。

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

<JOB OBJECTIVES>

- Handle whole process of payroll for one or two of the group companies
- Make and send some certifications
- Handle transactions of social insurance and employees' entry and leaving

- グループ会社（1社または2社）の給与計算を担当
- 各種証明書の作成、送付
- 社会保険の手続き、従業員の入退社に関する処理

## Required Skills

### Job requirements（必要要件）：

- 給与計算と社会保険関連の業務経験
- Excel中級以上（VLookup、Pivot、数式）
- （尚可）SAPの使用経験、中級レベルの英語力
- 社会福祉とその年間業務サイクルに精通していること
- 給与計算業務に精通し、一人で給与計算業務を遂行・管理できる方
- 入退社管理(主にデータ管理)
- セルフスターターで、コミュニケーション能力のある方
- 変化を恐れず、新しいことに積極的にチャレンジできる方

### Benefits（福利厚生）：

- フレックス制度（コアタイム10：00～15：00）
- 在宅勤務制度有 ※下記内容確認※
- 育児休業制度
- 退職金制度（ただし、勤続3年以上の従業員対象）
- 従業員持ち株制度
- 資格取得支援制度
- 自己啓発プログラム

#### ※在宅勤務制度について※

弊社では在宅勤務制度を導入しております。

ただし、コロナウィル感染予防の観点より推奨しているため、出社勤務もごさいます。

出社と在宅勤務をバランスよく活用していただきます。

## Company Description

### Veolia helps municipalities and industries to manage, optimize and make the most of their resources.

The company provides an array of solutions related to water, energy and materials - with a focus on waste recovery - to promote the transition toward a circular economy. With its 160 years of experience and group companies in Japan, Veolia offers optimized solutions (technical, operational and economical) to industrial and municipal customers taking into account their requirements and needs.

### Major Business Activities:

#### Municipalities

- O&M of water and waste water treatment facilities
- Engineering, Procurement and Construction (EPC) of water treatment facilities
- Water network management
- Customer services including meter reading, billing and collections
- System development and leak detection
- Energy efficiency and renewable energy business
- Plastic recycling business

#### Industries

- O&M of water treatment facilities
- Engineering, Procurement and Construction (EPC) of water treatment facilities
- Integrated Environment Management (water, energy, utilities)
- Technical services and environmental analysis for water treatment plant in industrial and commercial facilities
- Energy efficiency and renewable energy business
- Plastic recycling business

### Our mission:

#### Resourcing the World

The world has to rethink its relationship with resources and come up with new social and economic growth models that are more efficient, better balanced and more sustainable.

With 160 years of expertise in the areas of water, energy and waste, Veolia applies its capacity for innovation to pursuing human progress and wellbeing, and improving the performance of businesses and regions.

To make the switch from a resource consumption rationale to a use-and-recover approach in today's circular economy, Veolia designs and implements solutions aimed at improving access to resources while at the same time protecting and renewing those same resources.

#### • IMPROVING ACCESS TO RESOURCES

In a world of growing needs and dwindling reserves, access to basic resources is becoming increasingly complex and a source of tension. In response to these challenges, Veolia is developing durable solutions to supply the greatest possible number of people with the resources needed to ensure the well-being of communities, to make regions attractive and to underpin the performance of companies.

These solutions include access to safe drinking water and energy services for cities and their inhabitants, services to industry

to guarantee continuous supplies for production processes, and recovery systems for materials within a circular economy.

- **PRESERVING RESOURCES**

Given the growing tension surrounding resources, it is everyone's collective responsibility to conserve and protect them. Resources that are less intensively consumed, better used and less damaged are resources that will still be available in the future.

Veolia therefore develops innovative and sustainable solutions so that it extracts only what is strictly necessary, from the right place, at the right time and using the right methods. At the same time, it protects the balance of ecosystems to ensure resources remain available.

Veolia uses its expertise to optimize the use of these resources, to make sure nothing is lost throughout the usage cycle and to minimize any downstream impact so as to guarantee there are no harmful effects on human health or the natural environment.

- **REPLENISHING RESOURCES**

By reinventing its business activities, Veolia is making it possible to create new secondary resources that are gradually offsetting the growing scarcity of natural primary materials. Through innovation in recycling materials and recovering waste, Veolia is providing solutions that significantly extend the life span and usage value of extracted resources. To close the loop of the circular economy, Veolia is developing its eco-design expertise to support producers right from the initial steps in creating manufacturing processes through to the production of new materials from transformed waste.

Lastly, in each of its business areas - and even more so at their interfaces - Veolia is generating entirely new resources: the heat given off by an industry becomes heating for dwellings; wastewater effluent becomes a fertilizer or a bioplastic; gas emitted by waste treatment becomes electricity or biofuel, and so on.