

MichaelPage

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Sr. Rewards Specialist - Luxury**Sr. Rewards Specialist - Luxury****募集職種****人材紹介会社**

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1542346

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 700万円

更新日

2025年05月26日 17:38

応募必要条件**キャリアレベル**

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

流暢

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

This position is responsible for overseeing core Compensation & Benefits functions for the Japan entity, ensuring accurate payroll operations, benefits administration, and compliance with health and labor regulations. The role will also support global HR systems and collaborate closely with both internal and external stakeholders.

Client Details

The client is a global luxury fashion group with a strong presence in Japan. With a team of over 300 employees nationwide, the client blends traditional European craftsmanship with cutting-edge innovation. The Japan office offers a structured yet international work environment, where employees are supported with training, development, and a collaborative culture that values quality and precision in everything they do.

Description**Payroll**

- Manage onboarding and offboarding procedures and track attendance

- Calculate salaries, bonuses, and sales commissions accurately and on time
- Oversee payroll vendor performance and ensure compliance with internal standards

Benefits Administration

- Handle day-to-day operations of the defined contribution pension plan
- Coordinate group insurance, babysitter voucher programs, and other benefits

Health & Safety

- Organize health checkups, stress assessments, and hygiene committee meetings
- Coordinate with industrial physicians to ensure workplace health standards
- Support employees on leave, including long-term and medical leave cases

HR Systems

- Input and maintain payroll and social insurance data in global HR systems
- Operate and update the HR core system in line with company procedures

Job Offer

- Competitive salary package
- Full social insurance coverage
- Product discounts
- Commuting allowance
- Access to employee discount programs
- Defined contribution pension plan
- Company-sponsored health checkups and stress assessments
- Annual paid leave, special leave, and sick leave
- Support for work-life balance, including childcare-related benefits
- Opportunities to work in an international, luxury fashion environment
- Career development and training opportunities
- Modern office environment with a collaborative team culture

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Henderson on +813 6627 6055

スキル・資格

- Minimum 2 years of experience in HR operations or labor affairs
- Solid understanding of payroll, year-end tax adjustments, and social/labor insurance processes in Japan
- Business-level English proficiency (written and spoken)
- Strong attention to detail, time management, and data accuracy
- Experience working with payroll or HR systems is a plus

会社説明

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