



PR/117969 | Global Mobility Officer (Japanese speaking)

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント イギリス

求人ID

1548312

業種

その他（メーカー）

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年08月06日 11:01

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Job title: Global Mobility Officer (Japanese speaking)

Position: Full-time, permanent

Salary range: around £39,000 - £46,000

General Duties

Main responsibility for gathering data, coordination and ensuring efficient and accurate process of expatriates in the UK, overseas students in the UK, long term business travellers in the UK, non-resident directors in the UK and expatriates in EMEA tax returns. This will include having an understanding of tax equalization and coordination of benefits and compensation packages for the group companies in EMEA.

Responsible for monthly salary payment administration UK and EMEA, Month 13 and Branch visitor for UK payroll.

Supporting Global Mobility Assistant with visa process and applications when required for expatriates, business travellers etc.

Working with Global Mobility Assistant to support the full lifecycle of expatriates working with the relevant colleagues in home country/company including, pre-assignment briefing and answering questions, temporary accommodation booking, bank opening,

onboarding, training, regular support throughout the assignment as required, and repatriation coordination.

Ensure the production of correspondence related to assignment, extension or

repatriation is completed as required.

Work with Global Mobility Assistant to support business travellers, inbound and

outbound, ensuring compliance with visa, tax and social security regulations. Maintain accurate and up to date records and report to authorities as necessary.

Provide HR support to both local staff and expats in 2 small companies in France,

including payroll, tax return for expats, policy work and anything else required.

Maintain data administration to ensure accurate employee information is recorded (in HR system and outside of system). Keep data storage in line with data protection regulations. Work with international agencies, vendors, and government officials when required. Implement and consolidate global mobility policy in partnership with group companies

and the other matters related to global mobility.

Handle all Global Mobility expatriate tasks with the support of the Global Mobility Manager and Global Mobility Assistant to ensure a seamless service and approach to Global Mobility

Work as part of a team to achieve Global Mobility and HR goals

Undertake other duties if required

Required Skills and Experience

2+ years in a similar role

Japanese speaker

Cultural Awareness

Knowledge of UK Modified PAYE (tax equalisation) and tax return data

Good analytical skills

Strong attention to detail

Team work

Good communication skills and ability to liaise with all levels of management

Excellent customer service attitude (internal / external)

Familiar with standard concepts, practices, and procedures within Global Mobility field Ability to manage priorities

Adaptability, performs a variety of complex tasks

Uses initiative and has problem solving attitude

MS Office (Advanced)

Education: English and Maths GCSE Grade C or the above, or equivalent

Location: West London

Working Hours: Monday to Friday, 7 hours a day

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明