



Understanding People

Compensation & Benefits Analyst (Manufacturing)

HR compensation & benefits expertise

募集職種

人材紹介会社

スペシャライズドグループ株式会社

求人ID

1580680

業種

その他（メーカー）

雇用形態

正社員

勤務地

神奈川県

給与

経験考慮の上、応相談

更新日

2026年03月19日 18:00

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

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

Compensation & Benefits Analyst 製造業の報酬・福利厚生アナリスト - Manufacturing (Hybrid, Growing Business)

Our client, a growing company in the manufacturing industry, is seeking a Compensation & Benefits Analyst for their Shin Yokohama office in Japan. This hybrid role offers the opportunity to deepen your expertise in compensation and benefits, with potential for regional or strategic growth.

Key Responsibilities:

- Support annual salary review and bonus decision processes
- Administer Japan benefits programs including social insurances
- Review monthly payroll data and support approval processes
- Ensure compliance with Japanese labor laws

- - Coordinate with external vendors for smooth operations
- - Prepare compensation reports for internal stakeholders
- - Support audits and HR governance activities
- - Contribute to process standardization and improvement

Qualifications:

- - 3–5 years of HR or related back-office experience
- - Native or fluent Japanese language skills
- - Business-level English proficiency
- - Proficiency in Excel and HR data handling
- - Experience with HRIS and payroll systems is desirable
- - Fundamental understanding of Japanese labor law is preferred
- - Experience with compensation and benefits in a multinational organization
- - Experience with job grading or market benchmarking tools is preferred
- - Experience in payroll operations or benefits administration in Japan is preferred

会社説明