

【英語を活かす】C&Bチームリーダー/ C&B Team Leader

外資系航空宇宙企業にて、C&Bチームリーダーの求人がございます。

募集職種

人材紹介会社

ロバート・ウォルターズ (Robert Walters)

求人ID

1597551

業種

機械

雇用形態

正社員

勤務地

東京都 23区

給与

650万円 ~ 1000万円

更新日

2026年06月19日 17:14

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

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

A global aerospace and defence company is looking for a Compensation & Benefits Team Leader. The selected candidate will manage payroll, compensation and benefits operations, compliance, HR systems, and compensation-related projects while supporting regional and local HR initiatives.

The company operates in the aerospace and defence industry and supports commercial and government customers worldwide. It is a globally recognised organisation with a strong focus on innovation, operational excellence, and international collaboration.

Keywords:

報酬制度, 福利厚生, 給与計算, 社会保険, 人事制度, 人事管理, 労務管理, 人事情報システム, 給与ベンチマーク, コンプライアンス, 求人, 外資系

Job Ref: 9PVFAX

Responsibilities:

- Lead payroll operations, year-end tax adjustments, social insurance procedures, retirement allowance management, and employment contract administration
- Support the implementation and review of local compensation and benefits policies, including insurance programmes, benefits initiatives, and job evaluations
- Contribute to job evaluation, salary benchmarking, and compensation and benefits projects in collaboration with regional HR teams
- Ensure compliance with labour laws, government regulations, and internal policies through continuous monitoring and

- application of best practices
- Provide compensation and benefits expertise and support to internal stakeholders and external partners
- Maintain and optimise HR systems, including payroll, time and attendance, leave management, and core HR administration modules
- Partner with HR Business Partners to address employee compensation and benefits enquiries
- Support compensation-related projects, global mobility cases, and regional HR initiatives

Requirements:

- More than 3 years of experience in Compensation & Benefits, including job evaluation, grading, benchmarking, taxes, social contributions, and benefits schemes
- Advanced proficiency in MS Excel, including VLOOKUP, SUMIFS, IF functions, Pivot Tables, and data cleansing
- Experience managing Excel and/or Google Sheets
- Business level Japanese and English

Preferred requirements:

- Understanding of the Labour Standards Act, Article 36 Agreement, and various employment types
- Experience auditing workflows, identifying process improvements, and creating Standard Operating Procedures
- Experience designing compensation and benefits solutions for non-standard employment cases
- Knowledge of HR management systems such as BIPO and Workday

会社説明

For over 25 years, in Japan, we have been a driving force in the Japanese bilingual recruitment market, providing high-quality candidates for our clients and access to the best jobs. We always put the interests of our clients and candidates first and run on a non-commission model that promotes a working culture where teamwork is incentivised. We strive to find the best fit for both employer and job seeker and don't push people into unsuitable roles.