



## Dispatch Officer & HR / Payroll Analyst

◆ 3年以上の人事・労務経験をお持ちの方 ◆ 英語力を活かせるインターナショナルな環境

### 募集職種

#### 採用企業名

XML Japan 合同会社

#### 求人ID

1597971

#### 業種

その他（人材サービス）

#### 雇用形態

正社員

#### 勤務地

日本

#### 給与

450万円 ~ 850万円

#### 勤務時間

Flexible - with 4 hours of overlap for both UK and JP Time Zones

#### 更新日

2026年07月01日 00:00

### 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

日本での就労許可は必要ありません

### 募集要項

**Location:** Japan (Flexible within Japan)

**Salary:** Competitive salary, commensurate with experience and industry standards

**Visa Sponsorship:** Sponsorship may be provided for the right candidate, subject to eligibility.

#### Purpose of the Role

This role combines responsibilities across HR Operations, Payroll Administration, and Compliance. The successful candidate will maintain employee and contractor records, support onboarding activities, and ensure the accuracy of HR systems. In addition, the position will serve as the legally required **Certified Dispatch Officer (Haken Motosekininsha)** for the Japan entity, ensuring compliance with all applicable staffing and labor regulations.

The role will also support global payroll operations, helping to ensure accurate and timely payroll processing while

maintaining compliance with local tax and employment laws.

## Key Responsibilities

### HR Operations & Employee Support

- Maintain and update employee and contractor records within internal HR systems.
- Manage personnel documentation and ensure records are accurate and up to date.
- Coordinate identity verification processes, including document reviews and video-based ID validation.
- Conduct onboarding and induction sessions for new hires, including guidance on company systems, expense procedures, travel policies, and other operational processes.
- Serve as the primary point of contact for employees and contractors regarding onboarding, benefits, payroll, and leave-related inquiries.
- Ensure compliance with company information security policies and maintain confidentiality of employee information.

### Dispatch License & Regulatory Compliance

- Act as the designated **Dispatch Officer (Haken Motosekininsha)** for the Japan business.
- Ensure ongoing compliance with the **Worker Dispatching Act** and all related labor regulations.
- Manage administrative activities related to the dispatch license, including documentation, translations, reporting, and office setup requirements.
- Attend mandatory Dispatch Manager Training Courses and maintain all required certifications.
- Prepare and manage statutory dispatch records and annual reporting obligations.
- Serve as the primary liaison with local Labour Bureaus during audits, inspections, and regulatory inquiries.

### Payroll Administration

- Support the Global Payroll team with payroll processing across multiple countries.
- Ensure payroll is processed accurately and within established timelines.
- Monitor compliance with local tax regulations, statutory deductions, and labor laws.
- Respond to employee inquiries related to payroll, benefits, and leave entitlements.
- Assist with payroll-related projects, including system implementations and process improvement initiatives.

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## スキル・資格

### Qualifications

#### Education

- Bachelor's degree in Human Resources, Accounting, Finance, Business Administration, or a related field.

#### Experience

- 3 years+ previous experience in HR Operations, Payroll Administration, or a related function is required.
- Experience supporting international payroll operations is advantageous.

#### Language Requirements

- Business-level Japanese (written and spoken).
- Business-level English proficiency (B2–C1 level or above).

#### Certifications

- Completion of the **Dispatch Manager Training Course (Haken Motosekininsha Koshu)** is highly desirable but not required.

#### Knowledge & Expertise

#### HR Operations

- Understanding of HR operational processes, systems, and organizational priorities.
- Familiarity with HRIS platforms and employee lifecycle management.

#### Background Verification

- Knowledge of education, employment, and criminal background verification processes.

#### Dispatch Operations

- Strong understanding of the legal and ethical responsibilities of a certified Dispatch Officer.
- Knowledge of statutory reporting requirements, dispatch ledgers, and compliance obligations under Japanese labor law.

#### Payroll & Compliance

- Understanding of payroll administration, tax regulations, social insurance, and statutory deductions.
- Awareness of international payroll processes and compliance requirements.

#### Skills

Attention to Detail

- Ability to process detailed information accurately, consistently, and efficiently.

Communication & Interpersonal Skills

- Strong verbal and written communication skills.
- Ability to build effective relationships with employees, candidates, external stakeholders, and government authorities.

Confidentiality & Integrity

- Demonstrates discretion and professionalism when handling sensitive and confidential information.

Planning & Organization

- Effectively prioritizes, plans, and coordinates multiple tasks and projects.
- Proactively manages deadlines and competing priorities.

Written Communication

- Produces clear, concise, and professional written correspondence and documentation.

Technical Skills

- Proficiency in Microsoft Office applications.
- Experience with HRIS, payroll systems, and related HR technologies.

Behaviours & Competencies

- Adaptable and flexible in response to changing priorities and business needs.
- Proactively identifies issues and seeks practical solutions.
- Anticipates potential challenges and manages setbacks effectively.
- Demonstrates a commitment to continuous learning and professional development.
- Encourages collaboration and supports the growth and development of others.

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会社説明