



Understanding People

HR C&B Specialist / HR報酬・福利厚生担当

Global IT company, WFH, Hybrid

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

1603256

業種

ソフトウェア

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2026年08月04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

日本での就労許可が必要です

募集要項

HR Specialist - Compensation & Benefits | Bilingual HRスペシャリスト - 報酬と福利厚生、バイリンガル (4 days WFH)

Our client, a global leader in the IT industry, is seeking a Payroll Specialist for a hybrid role based in Tokyo, offering the flexibility of working from home four days a week. This position provides a unique opportunity to support a broad range of HR functions, with a primary focus on Compensation & Benefits operations, while contributing to Talent Management initiatives.

Key Responsibilities:

- Administer employee benefits programs and wellness activities
- Handle monthly payroll processes and support timekeeping
- Respond to employee compensation and benefits queries
- Prepare and submit regular compensation and benefits reports

- Monitor compliance with local labor laws and regulations
- Support salary benchmarking and labor market surveys
- Assist in updating compensation and benefits policies

Qualifications:

- Bilingual proficiency in Japanese and English
- 3+ years of experience in HR, preferably in Compensation & Benefits
- Hands-on experience in payroll, timekeeping, and HR operations
- Proficient in HR systems/databases like Workday
- Experience with global or multinational organizations is preferred but not mandatory
- Bachelor's degree in Human Resources, Business Administration, or related field

会社説明