



PR/118716 | Senior HR Advisor

## 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

1607833

### 業種

その他（人材サービス）

### 雇用形態

正社員

### 勤務地

イタリア

### 給与

経験考慮の上、応相談

### 更新日

2026年09月01日 03:00

## 応募必要条件

### 職務経験

6年以上

### キャリアレベル

中途経験者レベル

### 英語レベル

流暢

### 日本語レベル

無し

### 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

### SUMMARY OF JOB PURPOSE

We are on a mission to drive and expand their global business and become the most iconic premium lifestyle brand. We are seeking a dynamic and experienced Senior HR Advisor (Italy) to join our EMEA HR team. The In-Market Senior HR Advisor is the primary HR subject matter expert and operational lead for the local market, ensuring compliance with labour laws, employment regulations, internal policies and statutory HR operations. This role is responsible for supporting employee relations matters, HR administration, payroll inputs, benefits administration and all local HR operational processes while serving as the company's trusted expert on in-country employment legislation and employment practices.

The role acts as the critical link between employees, managers, external authorities, payroll providers and other HR teams to ensure compliant, efficient, and employee-focused HR operations.

### DUTIES AND RESPONSIBILITIES

**HR Compliance & Labour Law Expertise**

- Serve as the local expert on employment legislation, labour regulations, statutory requirements and HR compliance matters.
- Monitor and interpret changes in labour laws and regulatory requirements and assess organizational impact.
- Provide guidance and support to HR stakeholders on employee relations, disciplinary actions, grievances, terminations, leave management and other employment matters.
- Ensure HR policies and practices remain compliant with local legal requirements.
- Support labour inspections, audits, government inquiries and regulatory reporting activities.
- Maintain accurate employee records and ensure compliance with data privacy and employment documentation requirements.
- Mitigate employment-related risks through proactive compliance monitoring and recommendations.

**Employee Relations and Compliance**

- Support with disciplinary processes, grievances, investigations and workplace conflict resolution.
- Support organisational restructuring activities, including consultation processes, redundancy programmes and employee communications where required.
- Ensure consistent application of company policies and fair employment practices.
- Promote positive employee relations and support employee engagement initiatives from a compliance and operational perspective.

**HR Administration**

- Deliver employee lifecycle administration, including employment contracts, contractual amendments, employee status changes, transfers, promotions and offboarding documentation.
- Ensure maintenance of accurate employee records within HR systems and local personnel files.
- Manage statutory employment documentation and mandatory record-keeping requirements.
- Support HR audits and compliance reviews
- Maintain HR operational procedures and documentation for the market.

**Payroll Administration**

- Manage the collection, validation and submission of payroll inputs to payroll providers.
- Ensure timely and accurate processing of employee changes impacting payroll.
- Validate payroll reports and support payroll reconciliation activities.
- Resolve payroll-related employee inquiries and coordinate issue resolution with payroll providers.
- Ensure payroll processes comply with local statutory and tax requirements.
- Support year-end payroll activities and regulatory reporting requirements.

**Benefits Administration**

- Administer local employee benefit programmes in accordance with market practices and company policies.
- Act as the primary contact for benefit providers and brokers.
- Manage employee enrolment, changes and terminations within benefits programmes.

- Support annual benefits renewals and review processes.
- Monitor compliance with statutory benefit obligations.
- Respond to employee inquiries regarding benefit programmes and eligibility.
- Maintain accurate benefit records and reporting.

#### **Local Statutory HR Operations**

- Manage all statutory HR processes and obligations required within the market.
- Ensure compliance with government reporting, employment registrations, social insurance, pension, tax and other regulatory requirements.
- Coordinate work permit, visa, immigration and right-to-work processes where applicable.
- Liaise with government agencies, labour authorities, insurers and external vendors.
- Support implementation of local HR process changes to meet evolving regulatory requirements.
- Maintain knowledge of local market employment practices and statutory obligations.

#### **Stakeholder Management**

- Partner closely with business leaders and managers to provide practical HR guidance and risk-based recommendations.
- Collaborate with regional HR, Legal, Payroll, Finance, and external providers.
- Act as a trusted advisor on local employment practices and workforce compliance matters.
- Support regional and global HR initiatives through local implementation and compliance oversight.

#### **REQUIRED SKILLS AND QUALIFICATIONS**

- Degree in HR or a related field, and Professional HR qualification preferred.
- 5+ years of progressive HR generalist or HR operations experience.
- Experience in retail industries such as fashion (apparel/footwear) and cosmetics is preferred.
- Deep expertise in local employment law, labour regulations and HR compliance requirements.
- High attention to detail and strong organisational skills.
- Experience supporting payroll and benefits administration

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding

**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