SPECIALIZED GROUP Understanding People

# Total Rewards Senior Specialist / 報酬・福利厚生シニアスペシャリスト

**年収1,000万 ~ 1,400万円以上**

## 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**
1621572

**業種**
その他

**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11月06日 15:07

## 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

**Total Rewards Senior Specialist | Flexible work hours | 10M - 14M+ JPY**

**Overview**

Our client is seeking a Total Rewards Manager to support and coordinate compensation and benefits programs across multiple countries in the Asia-Pacific region. This role offers the opportunity to align global strategies with local market needs while contributing to talent attraction and retention through competitive total rewards programs. The position is based in Tokyo and includes benefits such as a hyperflex work system.

**Key Responsibilities:**

- Collect and analyze compensation data and local market practices
- Conduct salary and benefits market benchmarking surveys
- Maintain HRIS data accuracy and integrity for compensation processes
- Ensure documentation and controls meet audit and compliance standards
- Support offer and off-cycle salary adjustment approvals
- Contribute to development and implementation of compensation policies
- Support compensation planning including merit, bonus, and incentives
- Prepare HR statistical summaries, analyses, and reports
- Lead or support change management initiatives in compensation and benefits
- Develop and manage employee communication strategies for total rewards
- Build and maintain relationships with internal stakeholders and vendors
- Adapt global total rewards strategies to local market requirements
- Manage projects related to total rewards program enhancements
- Coordinate well-being initiatives and local employee engagement activities

**Requirements:**

- 5+ years experience in compensation and benefits management
- Strong knowledge of local labor laws and government regulations in APAC
- Experience conducting salary and benefits market benchmarking analyses
- Proficiency with HRIS systems for compensation data management
- Ability to prepare detailed HR statistical reports and analyses
- Experience in compensation planning including merit, bonus, and incentives
- Strong documentation and audit compliance skills
- Experience collaborating with regional and global HR teams
- Project management skills for leading total rewards initiatives
- Ability to develop and implement employee communication strategies
- Vendor management experience for external benefits providers

**Benefits:**

- Flexible work hours

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会社説明