

## Job Detail

Staff Level

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| Position Title      | Regional Payroll Supervisor - Food & Beverage  |
| Recruiter Company   | Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社  |
| Company Name        | Company name is private  |
| Activated / Updated | 2024-04-19 / 2024-04-19  |
| Job Type            | General Affairs/HR/Legal - HR/Personnel Labor (Payroll/Benefits)   |
| Industry            | Food and Beverage Production   |
| Location            | Asia Japan Tokyo   |
| Job Description     | <p>As a member of the People Services Team, this position entails delivering regional operational services related to personnel, including coordinating payroll and ensuring excellent service delivery to both internal and external stakeholders. This role will oversee operations for both Japan and Korea, where there are 100 and 25 employees respectively.</p> <p>Description</p> <p>Payroll Processing and Assistance</p> <ul style="list-style-type: none"><li>* Handle regional payroll inquiries and coordinate payroll processing for relevant countries.</li><li>* Collaborate with payroll vendors and generate financial reports.</li><li>* Aid in onboarding and termination processes concerning payroll.</li><li>* Provide backup payroll services when necessary.</li></ul> <p>People Transactional Services</p> <ul style="list-style-type: none"><li>* Prepare employment agreements and related documentation.</li><li>* Manage onboarding, offboarding, and global mobility tasks.</li><li>* Coordinate employee insurance and benefits.</li><li>* Address employee and leader inquiries.</li><li>* Support annual people cycle activities and maintain employee files.</li><li>* Contribute to process enhancements and global transactional support.</li></ul> <p>People Systems and Process Support</p> <ul style="list-style-type: none"><li>* Offer expertise in people processes and contribute to process improvements.</li><li>* Support people advisory queries and process improvement initiatives.</li></ul> <p>Other</p> <ul style="list-style-type: none"><li>* Assist in coordinating company insurance and conflict of interest procedures.</li><li>* Provide flexible support across the People team and engage in project work as needed.</li></ul> <p>Profile</p> <ul style="list-style-type: none"><li>* Over three years of experience in payroll processing within a multinational company</li><li>* Over three years of prior experience in HR coordination, encompassing HR administration, the creation of employment contracts, and managing variations across diverse geographic regions</li><li>* Proficiency in human resource and payroll principles, practices, and procedures, including hands-on involvement in visa processing</li><li>* Proven experience with HRIS systems and intermediate to senior proficiency in Excel</li><li>* Strong verbal and written communication skills, along with exceptional interpersonal and customer service abilities</li><li>* Demonstrated aptitude for organization and meticulous attention to detail</li><li>* Effective time management skills and a track record of meeting deadlines in fast-paced and intricate settings</li><li>* Business level English and fluent Japanese</li></ul> |

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|                | <ul style="list-style-type: none"> <li>* Bachelor's Degree</li> <li>* Regional payroll management experience a plus</li> </ul> <p>Job Offer</p> <ul style="list-style-type: none"> <li>* Competitive salary and benefits package</li> <li>* Opportunities for professional growth and development</li> <li>* A supportive and inclusive work environment</li> <li>* Access to innovative projects and initiatives in the produce industry</li> <li>* Collaboration with skilled and passionate colleagues</li> <li>* Commitment to sustainability and environmental stewardship</li> <li>* Employee wellness programs and resources</li> <li>* Recognition and rewards for contributions and achievements</li> <li>* Opportunities for international experience and collaboration</li> <li>* A dynamic and forward-thinking company culture</li> </ul> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Henderson on +813 6627 6055</p> |
| Company Info   | <p>A global leader in premium fruit, renowned for its commitment to quality, sustainability, and innovation, delivers top-quality fruit worldwide while minimizing its environmental impact. The dedication to excellence, from farm to table, has earned it a reputation as a trusted and respected brand in the industry. If you've ever been to a supermarket in Japan or around the world, you've definitely seen their products and probably eaten a few as well.</p>   |
| English Level  | Business Conversation Level (TOEIC 735-860)  |
| Japanese Level | Fluent(JLPT Level 1 or N1)   |
| Salary         | JPY - Japanese Yen JPY 5500K - JPY 6500K   |