

# Benefits manager

Job ID  
REQ-10036338  
Jan 17, 2025  
Japan

## Summary

The Benefits Manager will be responsible for managing execution and administration of the benefits programs for Japan, as well as participating in designing the program and leading implementation of the global program/technology platform. This role will ensure that the benefits operations are effectively managed, compliant with local regulations, and aligned with the company's overall Rewards strategy. The Benefits Manager will work closely with various stakeholders, including HR, finance, and external vendors, to deliver high-quality and human centered benefits services to employees

## About the Role

- **Benefits Program Management:** Design, implement, and manage employee benefits programs, including insurance, retirement plans, wellness programs, group insurance, housing benefits, and other employee perks.
- **Compliance:** Ensure all benefits programs comply with local laws and regulations. Stay updated on changes in legislation and adjust programs as necessary.
- **Vendor Management:** Manage relationships with external benefits providers, negotiate contracts, and ensure service level agreements are met.
- **Employee Communication:** Develop and deliver communication strategies to educate employees about their benefits options and any changes to the programs.
- **Data Analysis:** Analyze benefits data to assess program effectiveness and identify areas for improvement. Provide regular reports to senior management.
- **Budget Management:** Develop and manage the benefits budget, ensuring cost-effectiveness and alignment with the company's financial goals.
- **Collaboration:** Work closely with HR, finance, and other departments to ensure benefits programs support overall business objectives and employee needs.
- **Project Leadership:** Lead the project for the global rewards and benefits platform in Japan, effectively managing stakeholder engagement, process analysis, and communication with global teams.

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- Bachelor's degree in Human Resources, Business Administration, or a related field preferable
- Minimum of 5 years of experience in benefits management within a multinational company. Experience in managing global projects is essential. Experience with Japanese labor laws is required.
- Strong analytical skills, excellent communication and interpersonal skills, and the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills
- Ability to work collaboratively with cross-functional teams
- Familiarity with Agile project management tools and Office 365

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- (Loop) Office365

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- midcareer-r.japan@novartis.com

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Division  
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CTS  
Location  
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Site  
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Functional Area  
Human Resources  
Job Type  
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Employment Type  
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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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