

Benefits expert

Job ID
REQ-10038324
jan 29, 2025
Japon

Résumé

The Benefits Expert will be responsible for supporting the execution and administration of the benefits programs for Japan. This role will ensure that the benefits operations are effectively managed, compliant with local & global regulations, and aligned with the company's overall Rewards strategy. The Benefits Administrator 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

Major accountabilities:

- **Benefits Program Support:** Assist in the design, implementation, and management of employee benefits programs, including insurance, retirement plans, corporate housing, wellness programs, group insurance, and other employee perks.
- **Compliance:** Ensure all benefits programs comply with local laws and regulations also aligned with global policies. Stay updated on changes in legislation and adjust programs as necessary.
- **Vendor Management:** manage regular relationships with external benefits providers, assist in negotiating contracts, and ensure service level agreements are met.
- **Employee Communication:** Assist in developing and delivering communication strategies to educate employees about their benefits options and any changes to the programs. Depending on the complexity, Benefits Expert execute delivering communication and education.
- **Data Analysis:** Analyze benefits data to assess program effectiveness and identify areas for improvement. Provide regular reports to senior management.
- **Budget Management:** Assist managing the benefits budget and spending, 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 Support:** Support 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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Minimum Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field preferable
- Minimum of 3 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

- [novartis-life-handbook.pdf](#)

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- midcareer-r.japan@novartis.com

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