

# Benefits manager

Job ID  
REQ-10036338  
Jan 17, 2025  
Japan

## 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<sub>1/3</sub>

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

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- [midcareer-r.japan@novartis.com](mailto:midcareer-r.japan@novartis.com)

## Role Requirements

**Why Novartis:** Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

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**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division  
 People & Organization  
 Business Unit  
 CTS  
 Location  
 Japan  
 Site  
 Toranomom (NPKK Head Office)  
 Company / Legal Entity  
 JP05 (FCRS = JP005) Novartis Pharma K.K.  
 Functional Area  
 Human Resources  
 Job Type

Full time  
Employment Type  
Regular  
Shift Work  
No

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## **Benefits manager**

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