

## MMJ Network

For Your Career



【外資ケミカル企業】 取締役人事総務部長 急募集!!

世界的オイルメジャーグループの日本法人（上場企業）が経営幹部を募集

### Job Information

**Recruiter**

MMJ Network

**Hiring Company**

外資系企業

**Job ID**

1521426

**Division**

人事総務部門

**Industry**

Chemical, Raw Materials

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Shinagawa-ku

**Train Description**

Yamanote Line, Osaki Station

**Salary**

10 million yen ~ 18 million yen

**Work Hours**

9:00 - 17:00

**Holidays**

【年間休日 120以上】土日祝日、夏休み、年末年始休み、会社休日、慶弔休暇、育児休暇、産休等

**Refreshed**

April 22nd, 2025 10:01

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**Permission to work in Japan required

---

**Job Description****【主な職務内容】**

- Set objectives for and manage multiple projects within a division.
- Develop innovative, advanced new concepts that improve processes or products across own and related disciplines.
- Corporate-wide initiatives and Strategic site initiatives.
- Ensures high standards of compliance to norms, policies and procedure.
- Work closely with leaders across HR function, business and other key leadership role to develop and execute the Human Resources strategy.
- Drive execution of annual and daily processes and provide timely and effective coaching to managers on HR processes and programs.
- Help create and drive labor relations strategy and tactics.
- Coach business leaders to build high performing teams to ensure effectiveness and delivery of business objectives.
- Stay current with innovative HR practices and informed on best-in class people and organization management.
- Provide leaders coaching on HR systems and processes with an emphasis on teaching managers to become self-sufficient in utilizing tools.
- Ensure high standards of Compliance to norms, policies and procedures.
- Create and drive labor relations strategy as well as tactical plans with the intent of creating a harmonious and productive employee relations environment.
- Play an advisory role in supporting leaders to anchor key initiatives in the areas of culture building, career and talent architecture and capability transformation.

---

**Required Skills****【資格・能力要件】**

- Bachelor's Degree and 6+ years of experience.
  - Experience in leading organizations through significant change.
  - Experience in creating and implementing standard HR process.
  - Excellent written and oral communication skills.
  - Advanced Microsoft Office suite skills and strong competency with tools (tools to be added by Hiring Manager).
  - People management experience.
- 

**Company Description**