

**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

December 21st, 2025 00:00

## 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

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**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.

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**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.

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**Company Description**