



## HR Service Tech マネージャー

世界トップシェアのプライム上場メーカーでの募集です。 労務・労政のご経験のある...

### Job Information

**Recruiter**

JAC Recruitment Co., Ltd.

**Hiring Company**

世界トップシェアのプライム上場メーカー

**Job ID**

1550680

**Industry**

Machinery

**Job Type**

Permanent Full-time

**Location**

Tokyo - Other Areas

**Salary**

6.5 million yen ~ 12 million yen

**Work Hours**

08:30 ~ 17:10

**Holidays**

【有給休暇】有給休暇は入社時から付与されます 初年度 17日 1か月目から 【休日】完全週休二日制 土 日 祝日 GW 夏季休...

**Refreshed**

July 10th, 2025 16:02

### General Requirements

**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

【求人No NJB2299131】

**■PURPOSE OF THE JOB**

Global HR Mission: As a reliable business partner and change agent we drive organizational reforms and people development to achieve our mid term goals and sustainable growth and to transform our company into a truly global enterprise. As a critical member of global HR this position is expected to lead manage and continuously improve HR operations processes and systems.

**■ROLES AND RESPONSIBILITIES**

HR Shared Services Operations:

Oversee and continuously improve the efficiency and quality of HR operations including payroll benefits onboarding appointment expat management healthcare termination and data management.

Lead HR service team and third party vendors to deliver efficient and employee focused support.

**Workday Implementation Management:**

Serve as a core team member in the implementation and upgrade of Workday. Collaborate with GHR team members IT

Finance and external consultants to ensure configuration that meets business requirements.

As a superuser lead post implementation activities including testing system upgrades enhancements and user training.

**Technology Process Optimization:**

Proactively identify and implement automation opportunities to increase operational efficiency.

Develop and maintain HR metrics dashboards and analytics for reporting and decision making.

Ensure data integrity privacy and compliance with global and local regulations (e.g. GDPR) .

#### ■KEY STAKEHOLDERS

Internal: Key business leaders employees CHRO HRBPs COE Recruiting Learning and global HR team

External: Business partners (e.g. HR systems vendor HR service providers HR consultants lawyers accountants)

#### ■KEY PERFORMANCE INDICATOR (KPI)

HR tools and processes implemented managed operated and optimized with good quality

Feedback from key stakeholders

## Required Skills

#### ■PROFESSIONAL REQUIREMENTS

Minimum of 8 years of experience in HR operations shared services and HRIS roles in global and Japanese companies.

Minimum 3 years of experience of team management and development.

Strong understanding of payroll benefits expat management and HR legal and compliance requirements.

Proven experience managing or implementing Workday (preferred) or Success Factors

Experience using HR tech and data to support management decisions and process improvements.

Cross cultural experience such as international assignment and/or overseas university education preferred

#### ■KNOWLEDGE AND SKILL REQUIREMENTS

Effective interpersonal and communication

Excellent project management change management stakeholder engagement skills

Business English (verbal/written)

Analytical skills data driven approach HR tech knowledge

Excel PowerPoint Word and other IT skills relevant to this role

#### ■PERSONAL QUALITIES

Integrity trust role model behavior

Leadership self awareness continuous learner adapt behaviors based on feedback

Self starter hands on work style

Drive for results work under pressure

Customer oriented global mindset

Passionate positive open assertive

Logical thinking analytical thinking

Dealing with ambiguity

## Company Description

ご紹介時にご案内いたします