



正社員-英語力活かせる研修運営担当-【在宅】

Job Information

Recruiter[en world Japan K.K](#)**Job ID**

1551887

Industry

General Import, Export

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

4 million yen ~ 4.5 million yen

Work Hours

09:00 - 18:00 (break time: 60 mins)、月～金

Holidays

・休日：土日、祝日、年末年始 ・特別休暇：慶弔休暇、産前産後休暇、育児休暇

Refreshed

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General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

雇用形態：正社員

【position】 HRD Operations Coordinator

・職務内容

全グループ会社海外現地法人・グループ各社を対象に、人材開発/研修のコンサルティング、企画サポート・運営業務をお任せします。組織課題解決に向けた施策の提案・実施を通じ、会社成長の一翼を担う業務です。

【在宅勤務】可能

・業務内容

社内の育成・研修企画の実行に向けた運営計画の策定、講師のアレンジ、会場の確保、資料の準備、当日の運営、アンケートの実施や経費管理など、担当業務の運営全体をお任せします。人材開発に向けた各企画やプログラムの問題解決や運営改善のための最適な提案を外部のソリューションから選び、組み合わせることやプロジェクトの調整役として多様なメンバーを束ね業務を推進することもあります。尚、研修受講者は外国人が多いため、英語(特にライティング)を使用します。

【具体的な業務内容】

・海外現地法人/グループ会社における組織課題の解決に向けた人材開発プログラムや研修の実行(効率的な運営プロセスの設言、実行と改善業務等)

・研修プログラムの実行に関わる準備、実行、事後処理

・研修での講師/ファシリテーターの側面支援

・円滑な案件管理・運営業務に向けた関係者調整や各種手続き等

・人材要件(求めるスキルやマインドなど)

・自己成長意欲があり、複数の担当業務に対する柔軟な適応が可能な方

・多様でグローバルなチームメンバーや関係者と連携できるコミュニケーション能力

・運営管理業務における複雑かつ地道で細かい作業にも果敢に挑戦する意欲

・組織内における協働に主体的に挑戦し結果につなげる、やり抜く力

・運営管理業務プロセスにおける課題解決、業務効率化などの実行を推進できる力

・海外との英語によるコレポ業務、PCスキル(Excel, Word)、社内システムの操作

・日本企業でのビジネス経験(3年以上が理想)

・想定年収レンジ: ~450万円(ご経験に沿って応相談)

英語記

Global HRD Operations Coordinator

Job Description

Responsibilities:

You will be responsible for supporting planning and managing operations related to human resource development and training, its overseas subsidiaries, and group companies. This position plays a key role in driving company growth by executing initiatives aimed at solving organizational challenges.

Job Duties:

You will be responsible for the full range of operational tasks required to execute internal training and development programs, including planning the overall operations, coordinating with instructors, securing venues, preparing materials, managing on-the-day logistics, conducting post-training surveys, and handling expense management. In addition, you may be required to select and combine optimal external solutions to address issues or improve the operation of development programs, and take a coordinating role to lead diverse team members in driving projects forward.

Since many participants are non-Japanese, written English skills are particularly important.

Specific Job Tasks:

1. Executing HR development programs and training to address organizational issues at overseas subsidiaries and group companies (including the design, implementation, and continuous improvement of efficient operational processes)
2. Preparation, implementation, and follow-up for training programs
3. Supporting trainers and facilitators during training sessions
4. Coordinating with stakeholders and managing necessary procedures to ensure smooth project execution

Job Requirements:

1. Strong communication skills to collaborate effectively with diverse and global team members and stakeholders
2. Willingness to take on complex, detailed, and hands-on tasks in operational and administrative management
3. Proactive mindset and perseverance to take ownership in cross-functional collaboration and deliver tangible results within the organization
4. Ability to identify issues and drive improvements in operational processes and efficiency
5. Proficiency in English for correspondence with overseas counterparts, PC skills

(Excel, Word), and ability to navigate internal systems

1. Business experience at a Japanese company (preferably 3 years or more)

Expected Annual Salary:

Up to to 4.5Mil (negotiable based on experience)

Company Description