



Strategic HR Manager

年収800万以上！

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1558067

Industry

Pharmaceutical

Non-Japanese Ratio

About half Japanese

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

8 million yen

Holidays

完全週休二日制（土曜、日曜、祝日）、年末年始休暇、年次有給休暇

Refreshed

July 3rd, 2026 03:00

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

Job Description

Job duty:

1. Strategic HR Leadership:

- Develop and implement HR strategies aligned with the organization's mission, values, and goals.
- Collaborate with senior leadership to understand business needs and provide HR solutions.
- Drive initiatives that support organizational growth, talent retention, and employee engagement.

2. Talent Acquisition and Management:

- Oversee recruitment and selection processes to attract and retain top talent.
- Develop strategies for workforce planning, succession planning, and talent development.
- Implement performance management systems to ensure high performance and accountability.
- 3. Employee Relations:
 - Foster a positive and inclusive workplace culture that aligns with company values.
 - Address employee grievances and resolve conflicts to maintain a harmonious work environment Address employees' inquiries and guide them in line with Rule of Employees and Code of Business Conducts and policies related to HR.
 - Provide guidance and support to managers on employee relations, coaching, and disciplinary actions.
- 4. Learning and Development:
 - Design and oversee employee training and development programs that support career growth.
 - Identify skill gaps and create development plans to enhance employee capabilities.
 - Promote leadership development initiatives to build future leaders within the organization.
- 5. Compensation and Benefits:
 - Develop competitive compensation and benefits programs to attract and retain talent.
 - Conduct salary benchmarking and market analysis to ensure compensation equity.
 - Manage benefits administration, including health plans, retirement plans, and wellness programs.
- 6. Compliance and Risk Management:
 - Ensure HR practices comply with local, state, and federal labor laws and regulations.
 - Oversee the implementation of health and safety policies in the workplace.
 - Develop policies, SOPs (Standard of Procedures), WI (Work Instruction) and revise them as required.
 - Mitigate HR risks through regular audits, policy updates, and employee training.
- 7. Diversity, Equity, and Inclusion (DEI):
 - Champion DEI initiatives to create an inclusive and equitable workplace.
 - Develop programs and policies that promote diversity in hiring, promotion, and retention.
 - Measure and report on DEI progress and work to address any identified gaps.
- 8. HR Metrics and Reporting:
 - Track and report on HR metrics such as turnover rates, time-to-hire, employee satisfaction, and engagement.
 - Use data insights to make informed decisions on HR policies and programs.
 - Present regular reports to senior management on HR activities and their impact on the organization.

Human Resources must have the following qualifications:

- Bachelor's degree in human resources, Business Administration, or a related field (Master's or MBA preferred).
 - At least 10 years in human resources
 - Strong knowledge of HR laws, regulations, and best practices.
 - Experience with HRIS and talent management software.
 - Exceptional interpersonal, communication, and problem-solving skills.
 - Proven ability to lead cross-functional teams and foster a positive, collaborative culture.
- Direct Report to CFO
 - Secondary Report to Global HR Director

Company Description