



## 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**

September 26th, 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

### 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