



## 【1200～1300万円】HR Manager

外資医薬品企業での募集です。採用のご経験のある方は歓迎です。

### Job Information

#### Recruiter

JAC Recruitment Co., Ltd.

#### Hiring Company

外資医薬品企業

#### Job ID

1558449

#### Industry

Pharmaceutical

#### Company Type

International Company

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

12 million yen ~ 13 million yen

#### Work Hours

09:00 ~ 18:00

#### Holidays

【有給休暇】有給休暇は入社後7ヶ月目から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝 日 夏...

#### Refreshed

January 23rd, 2026 02:00

### General Requirements

#### Career Level

Mid Career

#### Minimum English Level

Fluent

#### Minimum Japanese Level

Native

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

【求人No NJB2326534】

- Administers the full spectrum of HR programs processes systems and procedures for Japan
- Work with local payroll vendors/the global Payroll Team
- Coordinates and administers short and long term incentive programs and benefits programs working closely with Corporate Compensation and Benefits team Finance and third party partners / vendors

- Contributes to compensation and benefits surveys for the region
  - Evaluates roles and analyzes benchmark data to support off cycle salary adjustments / job changes to aid management decision making
  - Supports hiring plan processes including evaluating roles posting job requisitions managing relationships with third party recruitment partners coordinating selection processes short listing interviewing issuing offers reference checking and on boarding plans
  - Supports the multiple annual HR programs (performance management salary review and bonus campaign engagement survey people review HR Budget) in line with corporate guidelines
  - Involvement in a variety of HR projects and initiatives on a regional and global scale (e.g. C B reviews policy development new hire orientation program etc.)
  - Compiles analyzes and reviews data and reports on HR activities to support business decisions and for data validation purposes maintaining and correcting data and records as required
  - Assists in evaluating implementing maintaining analyzing and auditing HRIS (e.g. talent management system recruitment and compensation system/modules)
  - Develops and implements HR policies and procedures to ensure compliance with legal standards and company guidelines
  - Reviews and provides improvement advice of HR policies according to the local market trend and local labor law/regulations
  - Support training activities and co ordinate staff events
  - Support other ad hoc projects as required
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### Required Skills

- This is a stand alone position so this person must be comfortable being the sole point of
  - University Degree preferably within a HR business or psychology related field.
  - Minimum of 5 year' progressive generalist HR experience as a HR Administrator / Officer in Japan preferably for a multinational organization with C B background
  - Experience supporting commercial and functional / support teams
  - Good working knowledge of Japan labor laws
  - Advanced IT skills including Excel HRIS (SuccessFactors preferred not essential)
  - Native level written and spoken Japanese
  - Business level spoken English TOEIC greater than 800
  - Experience in the pharmaceutical or healthcare industry is advantageous
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### Company Description

ご紹介時にご案内いたします