



【広島本社に転居可能な方】 People & Organization Manager (C&B/労働組合の知識経験)

世界トップクラスの自動車産業におけるサプライヤー/広島本社

Job Information

Hiring Company

Webasto Japan Co., Ltd.

Job ID

1562222

Industry

Automobile and Parts

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Hiroshima Prefecture, Higashi-hiro-shi Ma-shi

Salary

10 million yen ~ Negotiable, based on experience

Work Hours

9:00-17:45 (working hours: 8 hours / break time: 45 min)

Holidays

Saturday, Sunday, Follows the company calendar

Refreshed

December 8th, 2025 00:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

«Job Description & Position Highlights»

- Human resources strategy and organizational development management at a global automotive parts manufacturer
- The rewarding challenge of collaborating with executive leadership to integrate the Japanese subsidiary's HR systems to global standards

- A position enabling direct contribution to business operations through leading talent development and organizational transformation
- Flexible work arrangements available: flex time, 2 days per week remote work, and 124 days of annual leave

[Job Responsibilities]

WHO WE ARE:

The Webasto Group is one of the 100 largest suppliers to the automotive industry worldwide. With our international corporate setup, we have the opportunity to supply all renowned manufacturers in the automotive industry with our core business area such as high-tech sun and panorama roofs, convertible tops or heating and cooling systems. We are also setting new standards in electromobility with our electric heating systems, charging stations and battery systems for electric cars.

TASKS & RESPONSIBILITIES:

- HR Strategy and Planning:
 - Continue the ongoing integration of the Japanese organization into the global framework (alignment of HR processes, trainings, talent management, career path models)
 - Maintain in depth knowledge and understanding of the country's business needs to develop a proper vision of the country HR specifics and define strategies and action plans accordingly (explain critical local HR specifics and needs to global and regional HR).
- Contribute and act as a key member of the Country Management team and the Asia People & Organization team within the region:
 - Contribute to the Senior Management team in a manner that supports achieving overall business objectives ahead of individual or team-level goals.
 - Provides analytical support to decision making
 - Effectively represent People & Organization Japan in presentations, discussions, or other group forums.
 - Manage and build relationships with stakeholders within the region and at the division and corporate level.
 - Act as a facilitator within the country management committee, providing feedback and support to the peers and country head.
- Deploy People & Organization programs and policies consistently according to corporate guidelines. Complementing division's guidelines with local responsibility for the region:
 - Ensure that programs/policies are fully communicated to management and effectively rolled out.
 - Deploy initiatives that align with corporate standards and timelines.
 - Policy alignment and reviews.
 - Ensure on time quality completion, in line with the division process owners as county owner of all People & Organization processes.
 - Develop, implement, coordinate and maintain policies and procedures related to recruitment, employment, labor relations, wage and benefit administration, safety, worker's compensation and training.
 - Prepare and issue manuals describing human resources policies, and interpret such policies for executives and supervisors to ensure consistency and appropriate application in all sites.
- Compensation & Benefits and Compliance:
 - Ensure Compliance with the local regulations and the Group standards in area of employment law, compensation and benefits, labor relations.
 - Define compensation and benefits strategy and management in alignment with Regional/Global and Local policies.
 - Administer wage and salary policies and structures, and performance appraisal programs.
 - Ensure compliance with various local regulations.
 - Effectively manage Labor Union Relations.
- Talent Management and Development:
 - Build country level talent pipeline through actively getting to know, promoting and exposing local talents.
 - Implement and drive effective staffing initiatives
 - Deploy key initiatives that support retention targets
 - Performance Management process
 - Ensure Succession planning in line with the business projection/growth, identify talents and conduct employee reviews
 - Ensure development and mentoring of resources to achieve business goals and objectives
 - Ensure effective quarterly/yearly reviews
- Training and internal communications:
 - Manage and deploy key internal communication initiatives with a view to developing employee engagement.
 - Define country level training plans in alignment with business requirements and Training Needs Analysis
 - Deployment of annual training plans at country level.
 - Develop, coordinate, monitor, facilitate and deliver a country/site wide training plan consistent with the global mission, direction, goals and customer requirements
 - Provide effective solutions to managers
 - Initiate and implement specific training or team building actions
- Team Integration and Management:
 - Manage and coach his/her People & Organization team with a view to ensure the best level of excellence towards the business today and to build the People & Organization competencies for tomorrow
 - People & Organization Best Practice Sharing among all sites
 - Manage People & Organization team and all Locations/Plants to ensure all People & Organization process and policies are followed and executed.
- Reports and Analysis:
 - Gather, analyze and maintain accurate data related to Human Resource indicators
 - Ensure all the required data are updated on HR Tools as required.

*REPORT TO: VP People & Organization APAC

【Employment Type】

Full-time(permanent)

【Salary】

Annual salary from 10M JPY

【Working Hours】

Regular working hours: 9:00-17:45 (working hours: 8 hours / break time: 45 min)

Flextime: no core time

Work from home: 2 days/week allowed

【Work Location】

Hiroshima HQ:

Webasto Japan Co., Ltd.

5-10 Taguchi Research Complex, Higashi-Hiroshima City, Hiroshima 739-0038 Japan

【Holidays & Leave】

Holiday: Saturday, Sunday, New Year holiday, GW holiday, Summer holiday

Follows the company calendar

Annual holiday 124 days

Entitled to 30 days of annual leave

【Benefits & Welfare】

In accordance with company regulations

Required Skills**REQUIREMENTS:**

- Effective verbal/written communication in English and Japanese
- Expert of labor law in Japan
- Positive and proactive mindset
- Multinational experience (global company)
- Willingness to roll up the sleeves
- Quick response and execution
- Teamwork oriented
- Strong negotiation and conflict resolution skills
- Ability to navigate and deliver in a matrix environment

INTERVIEW:

★Please submit your CV in English along with your Japanese resume and curriculum vitae for the document screening.

- 1st interview: Online _ in English
- 2nd interview: Online or onsite(Hiroshima HQ) _ in Japanese
- *2nd interview scheduled to be final interview

Company Description