



## People & Organization Manager

**Global German automotive company**

### Job Information

#### Hiring Company

[Webasto Japan Co., Ltd.](#)

#### Job ID

1572468

#### Industry

Automobile and Parts

#### Company Type

Large Company (more than 300 employees) - International Company

#### Non-Japanese Ratio

Majority Japanese

#### Job Type

Permanent Full-time

#### Location

Hiroshima Prefecture, Higashi-hiro-shi Ma-shi

#### Salary

10 million yen ~ Negotiable, based on experience

#### Work Hours

標準就業時間（広島本社）9:00～17:45（所定労働時間8時間、休憩45分）※フレックスタイム制（コアタイムなし）

#### Holidays

会社カレンダーに準じる

#### Refreshed

February 9th, 2026 00:00

### General Requirements

#### Minimum Experience Level

Over 1 year

#### Career Level

Mid Career

#### Minimum English Level

Fluent

#### Minimum Japanese Level

Fluent

#### Minimum Education Level

High-School

#### Visa Status

Permission to work in Japan required

### Job Description

«募集要項・本ポジションの魅力»

- 日本法人の人事戦略を統括し、グローバル方針との統合を推進するHRマネジメント業務

- ・経営陣の一員として事業戦略に直結する人事施策を主導できる高い影響力と裁量
- ・国内外ステークホルダーと連携し、日本のHRをグローバルに発信・変革できる醍醐味
- ・年収1000万円以上、週2日在宅可・コアタイムなしのフレックス制で柔軟な働き方が可能

【業務内容】

■TASKS & RESPONSIBILITIES:

- HR Strategy and Planning:
  - Continue the ongoing integration of the Japanese organization into the global framework (alignment of HR processes, training, 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.
- 日本法人の人事戦略を企画・推進し、グローバル基盤への統合（人事プロセス、研修、タレントマネジメント、キャリアパス等）を促進
- 国内事業の特性を把握し、経営戦略に即した人事施策やアクションプランを策定
- 経営陣およびアジア地域People & Organizationチームの一員として、意思決定支援やステークホルダー連携を実施
- グローバル方針に基づく人事制度やポリシーを国内に展開し、採用・労務・報酬・福利厚生・研修などの運用を統括
- 雇用法規・労使関係・報酬制度におけるコンプライアンスを確保し、地域・本社方針と整合した報酬戦略を策定
- 人材育成・後継者計画を推進し、優秀人材の発掘・配置・定着を支援

- ・社内研修およびコミュニケーション施策を通じ、従業員エンゲージメントを強化
- ・人事チームを指導・育成し、全拠点での人事プロセス・方針運用を統一
- ・人事指標データの収集・分析・報告を通じて経営判断を支援

■REPORT TO:  
VP People & Organization APAC

■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.

ベバストグループは、自動車産業におけるグローバル・イノベーティブ・システムパートナーとして、世界自動車サプライヤTOP100社の中に名を連ねており、自社で開発したルーフシステム、車載用空調管理システム、ハイブリッド車や電気自動車向けバッテリーシステム、充電システムの他、Eモビリティ関連のサービスを提供しています。

【雇用形態】  
Full-time(permanent)

【給与】  
Annual salary from 10M JPY

【就業時間】  
Regular working hours: 9:00-17:45 (working hours: 8 hours / break time: 45 min)

※Flextime: no core time

標準就業時間（広島本社）9:00～17:45（所定労働時間8時間、休憩45分）

※フレックスタイム制（コアタイムなし）

【勤務地】  
Hiroshima HQ : 5-10 Taguchi Research Complex, Higashi-Hiroshima City, Hiroshima 739-0038 Japan  
広島本社：広島県東広島市田口研究団地5-10  
※Work from home: 2 days/week allowed (テレワーク：原則週2回)

【休日休暇】

- Annual holiday 124 days
- Holiday: Saturday, Sunday, New Year holiday, GW holiday, summer holiday
- Follows the company calendar
- Entitled to 30 days of annual leave
- 年間124日：(内訳) 土曜、日曜、正月休み、ゴールデンウィーク、お盆休み
- 休日：会社カレンダーに準じる

【待遇・福利厚生】

会社の規定に準ずる

Required Skills

【 REQUIREMENTS (必須要件) 】

- 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 sleeves
- Quick response and execution
- Teamwork oriented
- Strong negotiation and conflict resolution skills
- Ability to navigate and deliver in a matrix environment
- 日本語および英語での高いコミュニケーション能力（口頭・書面）
- 日本の労働法に関する深い知識と実務経験
- 前向きかつ主体的に行動できるマインドセット
- グローバル企業など多国籍環境での勤務経験
- 自ら手を動かし、実務を遂行する姿勢（ハンズオン志向）
- スピードイイ判断力と実行力
- チームワークを重視し、協働できる能力
- 高い交渉力およびコンフリクト解決スキル
- マトリックス型組織における柔軟な対応力と推進力

【 INTERVIEW: 】

- 1st interview: Online (Japanese)
- 2nd interview: Online or onsite (Japanese/English)

\*2nd interview scheduled to be final interview

