



【1200～2000万円】 HR Business Partner (Head of HR)

欧州系製造メーカーでの募集です。採用のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

欧州系製造メーカー

Job ID

1586905

Industry

Electronics, Semiconductor

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

12 million yen ~ 20 million yen

Work Hours

09:00 ~ 17:30

Holidays

詳細は求人ご紹介時にご案内いたします。

Refreshed

April 16th, 2026 16:38

General Requirements

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

【求人No NJB2326988】

【Background】

In order to strengthen the business activity in Japan in general and accelerate the growth especially in the Japanese business; moreover arrived a stage that the HR should act not only as an operative and administrative department but also more with a strategic focus meaning requiring a dedicated and designated professional in charge of these HR topics the company has decided to install this new position.

[Mission]

- Optimize the employee evaluation system incl. bonus and salary system
- Set up an employee career development system which provides growth opportunities
- Foster a corporate culture and improve engagement
- Manage the company's overall labour cost and promote the optimal (efficient) use of labour costs
- Optimize employee recruitment training and staffing

[Details]

1. Recruitment and workforce management
 - Development and implementation of recruitment plans
 - Management and coordination of staffing and transfers
 - Conduct exit procedures and exit interviews
2. Labour management
 - Compilation and management of employee time and attendance
 - Salary bonus and retirement benefit administration
 - Management and operation of social insurance and benefit programs
 - Work environment and health and safety management (health checkups anti harassment measures etc.)
3. Personnel system and evaluation
 - Operation and improvement of personnel evaluation system
 - Management and revision of employment regulations and internal rules
 - Planning and promotion of measures to improve engagement
4. Education and training
 - Planning and operation of training programs (onboarding leadership development etc.)
 - Support employee career development and provide skill improvement training
5. Introduction and operation of HR system
 - Planning implementation and operation of newly introduced HR system
 - Promote DX (digital transformation) of operations in collaboration with head office HR
 - Improve efficiency of HR operations and optimize HR policies using data analysis
 - Post implementation operation/improvement of the system and implementation of training for employees.
6. Duties as HRBP
 - Understand the business strategies of each department and plan and implement appropriate HR policies
 - Collaborate with executives and managers to promote human resource development and organizational development
 - Utilize data analysis to support the improvement of employee performance
7. Personnel cost management and optimization
 - Establish budgets and manage actual personnel expenses for the entire company
 - Support appropriate personnel allocation within the budget in cooperation with each department
 - Reporting to management and decision making support through analysis of labour cost data
 - Planning and implementation of measures to optimize salaries bonuses and benefit costs
 - Establishment and monitoring of KPIs related to labour costs

Report to Representative Director / General Manager Administration

Required Skills

[Requirements]

- Experience in human resources operations recruitment labour relations education and training or system operation
- Ability to confront organizational issues propose and implement improvements
- Smooth communication skills with management and department managers
- Experience in implementing or operating HR systems or IT systems
- Business level English skills (as there will be communication with the head office)

[Preferred Requirements]

- Experience in HRBP or negotiating with business units
- Knowledge of labour laws social insurance payroll calculation etc.
- Experience in understanding and utilizing HR technology (e.g. talent management systems)
- Experience in planning and implementing HR policies utilizing data analysis
- Qualifications as a career consultant or industrial counsellor
- Good Knowledge of SAP

[Education]

Completed university degree e.g. in Business Administration or a comparable field]

[Profile: Soft skills]

- Self starter with entrepreneurial mindset
- Proactive and hands on approach
- Can do attitude
- Mentally resilient
- Passionate and driven to achieve target
- Proven ability to build relationships and influence decision makers at all levels
- Ability to work independently while collaborating effectively with the relevant stakeholders incl. HR in Germany
- Team player with cultural sensitivity

Company Description

ご紹介時にご案内いたします