



## 【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**

May 30th, 2026 15:00

### 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