



Head of HR / Global Pharmaceutical company

Global Company / upto 14M

Job Information

Recruiter

[Hire Pundit Japan Corporation](#)

Job ID

1591604

Industry

Pharmaceutical

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Fukushima Prefecture

Train Description

Joban Line 3 (Sendai-Haranomachi-Iwaki-Mito-Ueno), Iwaki Station

Salary

8 million yen ~ 12 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

May 26th, 2026 00:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Executive

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

Key responsibilities

The Head of HR Japan will be assigned to generalist HR management activities and, in particular:

- Supporting the local General Manager as a reliable and proactive Business Partner;
- Ensuring that employment and compensation practice are in compliance with Group company policies and/or Japanese regulations and legislation;

- Developing labour cost controlling reporting systems, collecting data for monthly /yearly reporting and keeping them updated;
 - Developing personnel annual and quarterly budget, ensuring consistency with actual costs and/or analysing gaps and proposing improvements;
 - Leading the local administration tasks, as well as benefits plan, insurances and services;
 - Dealing with Unions, if any, and relevant bargaining negotiation;
 - Preparing job description, job evaluation and job classifications, also working with Head Hunting firms, recruitment websites and digital channels;
 - Taking care of sustainable succession planning programs as well as dedicated people development plans;
 - Defining technical and managerial training needs for employees and granting a proper implementation;
 - Assuring accurate record keeping for HR and Accounting related documents;
 - Supporting the Group HR Director in the change management process, assuring the local implementation of policies, training, and Group projects;
 - Ensuring compliance with Data Privacy and Protection Guidelines.
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Required Skills

Required background

The ideal candidate for this position:

- has strong quantitative and analytical skills, and is an organized, responsible and committed person.
- is a detail-oriented team player as well as to be proactive and willing to take initiatives to be submitted to the managers.

Required education

- Fluent in Japanese and English
 - University Degree and adequate knowledge of labour rules and regulations. Master in HR is a plus.
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Company Description