



## 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 12th, 2026 18:48

### 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