



Understanding People

Talent Management Manager | タレントマネジメントマネージャー

Retail industry leader

Job Information

Recruiter

Specialized Group

Job ID

1592713

Industry

Food and Beverage

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

May 21st, 2026 17:43

Application Deadline

May 28th, 2026

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Talent Management Manager | タレントマネジメントマネージャー

A global consumer-focused organization is seeking an experienced HR professional to support talent and organizational initiatives across the business. This role will partner closely with internal stakeholders to enhance workforce capabilities, support employee development initiatives, and contribute to operational excellence within the HR function.

This is an excellent opportunity for someone who enjoys working in a collaborative and fast-paced environment while contributing to a variety of people-related projects and business initiatives.

Key Responsibilities | 主な業務内容

- Support HR initiatives related to employee development, workforce planning, and organizational effectiveness
- Analyze internal workforce information and prepare reports to support business decision-making
- Coordinate and manage cross-functional HR-related projects and operational initiatives
- Collaborate with HR and business teams to improve internal processes and reporting practices
- Provide guidance and support to stakeholders on employee-related matters and HR operations
- Assist in the implementation of new tools, workflows, and process improvements within the HR function
- Maintain strong communication and alignment across departments and stakeholders

Qualifications | 応募資格

- Business-level English and Japanese communication skills
- Experience in HR operations, HR planning, talent development, or related areas
- Experience using reporting or visualization tools such as Power BI, Tableau, or similar platforms
- Bachelor's degree or equivalent professional experience
- Strong coordination and project management skills
- Ability to work collaboratively in a dynamic and international business environment
- Experience in consumer goods, retail, or multinational organizations is a plus

グローバルに事業を展開するコンシューマー業界企業にて、HR領域における各種施策をサポートいただくポジションです。人材開発、組織運営、HRオペレーションに関するプロジェクトを通じて、社内ステークホルダーと連携しながら組織強化に貢献していただきます。

多様な関係者と協力しながら、幅広いHR施策や業務改善に携わることができる環境です。

業務内容

- 人材開発、組織運営、人員計画に関するHR施策のサポート
- 社内データの分析およびレポート作成を通じた意思決定支援
- HR関連プロジェクトおよびオペレーション施策の推進・管理
- 各部門と連携し、業務プロセスやレポーティング体制の改善を支援
- 従業員対応やHRオペレーションに関するサポート・アドバイス提供
- 新しいツールや業務フロー導入のサポート
- 関係部署との円滑なコミュニケーションおよび連携維持

応募資格

- 日本語・英語ともにビジネスレベル以上
- HRオペレーション、人材開発、HR企画などの実務経験
- Power BI、Tableau等のレポーティングツール使用経験
- 大学卒業以上、または同等の実務経験
- プロジェクトマネジメントおよび調整力
- 変化のある環境で柔軟に対応できる方
- 消費財・小売・外資系企業での経験歓迎

Company Description