



Morgan
McKinley

【外資系半導体メーカー】HRプロジェクトマネージャー | PMO・コンサル歓迎

世界的ブランド力を誇る大手半導体メーカーでRegional VPの右腕として活躍

Job Information

Recruiter

Morgan McKinley

Job ID

1616401

Industry

Bank, Trust Bank

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

October 7th, 2026 20:18

General Requirements

Minimum Experience Level

Over 6 years

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

世界的な半導体メーカーにて、HR領域のプロジェクトを推進するHRプロジェクトマネージャーを募集しています。

Regional Vice Presidentと近い距離で働き、そのプロジェクト推進を支える「右腕」として活躍する要職です。

HRリーダーシップをはじめとする国内外の関係者と連携し、プロジェクトの進捗・課題・リスクを管理しながら、担当プロジェクトを着実に前へ進めていただきます。

HR領域の知見を深めながら、グローバルな環境でプロジェクトマネージャーとして一層成長できる環境です。

主な職務内容

- HRプロジェクトの計画、スケジュール、マイルストーン、成果物を管理
- プロジェクトの進捗をモニタリングし、遅延・課題・リスク・依存関係を特定・管理
- 国内外の関係者と連携し、課題解決やアクションアイテムのフォローアップを通じてプロジェクトを推進
- プロジェクト会議、ワークショップ、ステアリングミーティングなどを企画・運営
- プロジェクトの進捗状況、課題、リスクなどを整理し、HRリーダーシップや主要ステークホルダーへ報告
- HRプロセスを見直し、業務効率化・標準化・サービス品質向上に向けた改善を推進
- プロジェクト管理のためのテンプレート、トラッカー、資料、フレームワークなどを整備
- プロジェクト導入に必要なコミュニケーション資料、ガイド、プロセス文書などを作成
- ワークショップ、トレーニング、プロジェクトイベントなどを企画・運営し、施策の導入・定着を支援

Join a global leader in the **semiconductor manufacturing industry** as an HR Project Manager in Tokyo, driving strategic HR projects and coordinating stakeholders across regional and global teams.

Working closely with HR leadership, HR Business Partners (HRBPs), Centres of Excellence (CoE), and HR Operations, you will take ownership of project planning, governance, execution, stakeholder coordination, and process improvement. A key aspect of the role is ensuring complex HR initiatives progress from planning through implementation with clear accountability, effective communication, and measurable outcomes.

This position offers the opportunity to work directly with the **Regional Vice President as a key project management partner**, providing visibility across important HR initiatives while strengthening project management, PMO, and HR transformation expertise in a dynamic international environment.

Key Responsibilities

- Develop and maintain comprehensive **HR project plans**, including timelines, milestones, deliverables, dependencies, and action trackers.
- Monitor project progress against agreed timelines, objectives, and deliverables, proactively addressing delays and execution challenges.
- Identify and manage project risks, issues, dependencies, and potential roadblocks, coordinating with relevant stakeholders to drive timely resolution.
- Maintain accurate project documentation, governance materials, status reports, decision logs, and project records.
- Drive effective follow-up and accountability across project teams to ensure actions are completed and milestones are delivered on time.
- Coordinate project meetings, working sessions, steering meetings, and project reviews to support effective governance and decision-making.
- Facilitate clear and timely communication across **HR leadership, HRBPs, CoE, HR Operations, and other global stakeholders**, ensuring alignment on priorities, responsibilities, deliverables, and timelines.
- Track actions and decisions, proactively following up with stakeholders to maintain momentum and ensure timely completion.
- Review existing HR processes and identify opportunities to improve efficiency, consistency, and overall HR service delivery.
- Develop and implement standardised templates, trackers, frameworks, and **project management tools** to strengthen project execution and governance.
- Support the adoption of consistent processes and ways of working across HR teams and functions.
- Monitor process adoption and effectiveness, using stakeholder feedback and project data to identify further opportunities for continuous improvement.
- Prepare clear and engaging project updates, presentations, dashboards, reports, and management materials for HR leadership and key stakeholders.
- Develop communication materials, user guides, process documentation, and other resources required for successful project implementation.
- Coordinate workshops, training sessions, project events, and stakeholder engagement activities to support implementation and adoption.
- Provide regular, concise, and insight-driven progress updates to HR leadership, highlighting achievements, risks, issues, and areas requiring attention.

Required Skills

必須条件 経験・資格：

- コンサルティング、プロジェクトマネジメント、PMO、HRプロジェクト、業務推進などの実務経験5〜10年程度
- 複数のプロジェクトを並行して管理した経験
- グローバルな環境で、海外を含む関係者と協働した経験
- プロジェクトの計画・進捗管理から、課題・リスクの解決、関係者との調整まで一貫してプロジェクトを推進した経験
- 大卒以上（または同等の実務経験）

ソフトスキル：

- 複雑な情報を整理し、要点を分かりやすく伝えられるコミュニケーション・プレゼンテーション力
- 問題の本質を捉え、実行可能な解決策を考えられる問題解決力・論理的思考力
- 自ら課題やリスクを見つけ、周囲を巻き込みながら主体的にプロジェクトを前に進める推進力
- 細部まで注意を払いながら、最後まで責任を持ってやり切るフォローアップ力

語学力：

- 日本語：ネイティブレベル
- 英語：ビジネスレベル以上

歓迎条件

- HR部門での勤務経験
- HRプロセスの標準化や業務改善、HRISや人事システムの導入・変更など、人事関連のプロジェクトに関わった経験

採用企業について

大手外資系半導体メーカー。

高い技術力と世界的なブランド力を持ち、国際的な環境でさまざまな専門性を持つメンバーが協働しています。

HR部門でも、グローバル・リージョナルのチームと連携しながら、組織や人事に関するさまざまなプロジェクトを推進しています。今回のポジションでは、HRの各機能と幅広く関わりながら、国際的な環境でプロジェクトマネジメントの経験を活かせる環境です。

この求人がおすすめの理由

- 世界的な半導体メーカーで、Regional Vice Presidentの「右腕」として、重要HRプロジェクトに携われる
- HR経験がなくても、コンサル・PMO・プロジェクトマネジメントなどの経験を活かせる
- ダイナミックで国際的な職場
- ワークライフバランス良好

転職のご相談もお気軽にどうぞ。

Required Skills and Qualifications Experience:

- **5-10 years of relevant experience** in consulting, project management, PMO, HR project management, business operations, or a related field.
- Proven experience managing multiple projects, workstreams, deliverables, and stakeholders simultaneously within a complex or fast-paced organisation.
- Strong project planning and coordination experience, including managing timelines, milestones, risks, dependencies, and action items.
- Experience working with senior leadership and cross-functional stakeholders on complex projects or transformation initiatives.
- Experience preparing project documentation, management reports, presentations, dashboards, and governance materials.
- Ability to coordinate projects across multiple teams and functions while maintaining clear accountability and execution.
- Experience identifying and implementing opportunities for process improvement, standardisation, and operational efficiency.

Soft Skills:

- Excellent project planning, organisational, coordination, and time-management skills, with the ability to manage competing priorities and deadlines.
- Strong communication and presentation skills, with the ability to communicate complex information clearly to senior and cross-functional stakeholders.
- Ability to work independently, take ownership of deliverables, and drive projects forward with minimal supervision.
- Strong problem-solving and critical-thinking capabilities, with a proactive approach to identifying risks and resolving issues.
- Excellent stakeholder management skills with the ability to coordinate effectively across global and multicultural teams.
- Strong follow-through and attention to detail, with a consistent focus on high-quality outcomes and ensuring commitments are met.
- Proactive and accountable working style with the ability to maintain project momentum in a dynamic environment.

Language Requirements:

- **Japanese:** Native level
- **English:** Business level, including experience communicating with global stakeholders

Preferred Skills & Qualifications

- Experience managing **HR transformation, HR PMO, or strategic HR projects** within a global organisation.
- Experience working with HR Business Partners, Centres of Excellence, HR Operations, and senior HR leadership.
- Experience developing project governance frameworks, standardised templates, trackers, and reporting tools.
- Experience supporting change adoption through workshops, training, communications, and stakeholder engagement.
- Experience working in a global manufacturing, technology, semiconductor, or similarly complex international environment.

About the Company

Our client is a **global leader in the semiconductor manufacturing market**, operating in a highly international and technology-driven industry.

The organisation offers a dynamic environment where HR teams collaborate across regions and functions to support complex business requirements. This position provides significant exposure to regional HR leadership and the opportunity to contribute to strategic HR initiatives that require strong project execution, stakeholder alignment, and process improvement.

For an experienced project professional, this is an opportunity to combine **HR Project Management, PMO, HR transformation, and global stakeholder management** within a recognised international semiconductor organisation.

Why You'll Love Working Here

- Work directly with the **Regional Vice President as a key project management partner** on important HR initiatives.
- Take ownership of high-visibility HR projects involving regional and global stakeholders.
- Build expertise across **HR Project Management, PMO, HR transformation, and process improvement**.
- Collaborate with HR leadership, HRBPs, CoE, HR Operations, and international stakeholders.

- Influence project governance, standardisation, HR processes, and ways of working.
- Work in a dynamic and international semiconductor manufacturing environment.
- Join an organisation with **strong global brand recognition**.
- Benefit from a **strong work-life balance**.

Don't Miss Out - Apply Now!

Company Description

Morgan McKinleyは国際的な人材コンサルティング会社として、さまざまな業界・分野をリードする採用企業様と、スペシャリストとしてのスキルを有する人材とを結びつけるお手伝いをしています。1988年の創立以来、Morgan McKinleyの名は、「卓越した質のサービス」「市場知識の豊富さ」「No.1企業であり続けようとする強い意志」、そして何よりも「実績」を体現する会社として知られています。

リクルーティング スペシャリストである弊社コンサルタントまでお気軽にお問い合わせください。