



【外資系エネルギー】シニアHRジェネラリスト | 日本HR立ち上げ

日本 + 韓国をカバー。HR全体に幅広く携わりたい方におすすめ

Job Information

Recruiter

Morgan McKinley

Job ID

1616404

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 21:35

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

急成長中のグローバルエネルギーマネジメント企業にて、日本・韓国のHRを担うシニアHRジェネラリストを募集しています。

日本ではスタンドアローンでHRを担当し、採用、入社・退職、労務、HRIS、報酬、従業員対応など、幅広い実務を推進。

同時に、日本のHR機能をゼロから整備・構築していただきます。

グローバルなHRチームとも連携しながら、成長フェーズにある組織の人事基盤づくりに携われるポジションです。

主な職務内容

- HRプログラム、ポリシー、業務プロセスの導入・運用・改善およびコンプライアンス対応
- 採用、入社、オンボーディング、エンゲージメント、定着、退職、従業員情報管理など、従業員ライフサイクル全般をサポート
- HRISに関する業務を含む日常的なHRオペレーションを管理
- 従業員・マネージャーからの人事相談に対応し、従業員体験の向上を推進
- 従業員・労務関係の対応、社内HRコミュニケーション、エンゲージメント施策を推進
- タレントマネジメント、パフォーマンスマネジメント、研修・能力開発などの施策をサポート
- 報酬・福利厚生関連のプログラムを運用し、正確かつ一貫した実施を管理
- 国内外の従業員異動・赴任に伴うリロケーション、ビザ・イミグレーション関連業務を調整
- 組織変革プロジェクトを推進し、社内コミュニケーションや施策の導入・定着をサポート
- **グローバル・リージョナルのHRチームと連携し、日本・韓国のHR業務を推進**

Join a fast-growing global leader in the **energy management industry** as a Senior HR Generalist, taking ownership of broad HR operations across Japan and supporting regional activities, including Korea.

This is a hands-on, standalone HR position covering the complete employee lifecycle, including **HR operations, recruitment, employee relations, labour management, HRIS, compensation, mobility, talent management, and organisational change**. You will work closely with employees, managers, and regional and global HR stakeholders to deliver compliant, efficient, and employee-focused HR support.

A key part of this opportunity is helping to build and strengthen the company's **Japan HR function from the ground up**. It is well suited to an experienced HR Generalist who understands Japanese employment practices and wants broad ownership while working in an international, rapidly growing organisation.

Key Responsibilities

- Support the development, implementation, administration, and ongoing compliance of HR programmes, policies, processes, and procedures.
- Lead and coordinate **organisational change initiatives**, supporting effective communication, implementation, and employee adoption.
- Provide day-to-day HR and business support across people services and HRIS-related activities, ensuring accurate and efficient delivery.
- Manage the full employee lifecycle, including talent attraction, recruitment, hiring, onboarding, engagement, retention, offboarding, and employee records management.
- Support **Talent Management, organisational performance, training, and Learning & Development** initiatives to strengthen employee capability and organisational effectiveness.
- Manage employee and labour relations matters while supporting effective internal HR communications and employee engagement.
- Handle employee relations matters, workplace investigations, and conflict resolution, escalating sensitive or complex issues to senior HR, Compliance, or Legal stakeholders when appropriate.
- Coordinate and administer rewards and compensation programmes, ensuring accurate and consistent implementation.
- Coordinate domestic and international employee relocation programmes, including immigration and related mobility services.
- Support recruitment activities across the complete hiring lifecycle, including candidate sourcing, engagement, networking, and identification of passive candidates.
- Manage relationships with local recruitment agencies, including agency selection, briefing, performance management, and coordination.
- Maintain accurate and compliant HR records and documentation in accordance with **Japanese labour legislation and statutory requirements**.
- Partner with employees, managers, and HR stakeholders to provide practical people support and a positive employee experience throughout the employment lifecycle.
- Collaborate with regional and global stakeholders to support consistent HR operations while addressing local Japan requirements.

Required Skills

必須条件 経験・資格：

- 人事の実務経験5年以上
- 日本におけるHRオペレーション・従業員ライフサイクル全般の実務経験
- 採用業務の実務経験。多様な採用チャネルを活用した人材獲得、候補者対応、採用エージェントの選定・依頼・進捗管理などを含む
- 日本の労働法・雇用関連法令、労務管理、法定手続きに関する知識・実務経験
- 人事・労務上の相談、従業員間の問題、職場での調査やコンフリクト対応など、ER（Employee Relations）に関する実務経験
- 複数の業務・優先事項を並行して管理し、期限内に正確かつ高品質な業務を遂行した実績
- 大卒（HR、経営学などの関連学位がベスト）、または同等の実務経験

ソフトスキル：

- ・機密性の高い人事情報を正確・適切に管理できる注意力
- ・複数の業務を整理し、期限内に着実にやり遂げる実行力
- ・事業の優先事項を理解し、HR施策に反映できるビジネス感覚
- ・従業員、マネージャー、HRチームと円滑に連携できるコミュニケーション力

語学力：

- ・日本語：流暢
- ・英語：ビジネスレベル（海外ステークホルダーと業務上のコミュニケーションが可能なレベル）

歓迎条件

- ・成長中の企業でのHR経験
- ・HR機能の立ち上げや、人事制度・業務プロセスの新規構築に携わった経験
- ・HRISの導入・改善や、人事業務のデジタル化を推進した経験

採用企業について

急成長中の外資系エネルギーマネジメント企業です。

企業や施設などのエネルギー利用を効率化し、持続可能な事業運営を支援するサービス・ソリューションをグローバルに展開しています。

日本でも事業を拡大しており、組織・人員の成長に合わせてHR機能の強化を進めています。グローバルなHRチームと連携しながら、日本のHR基盤をこれから作っていくフェーズにある企業です。

この求人がおすすめの理由

- ・急成長中のグローバル企業で、日本のHR機能をゼロから構築するチャンス
- ・特定の領域に限定されず、幅広いHR業務に携われる
- ・日本・韓国を担当するリージョナルポジション
- ・柔軟な働き方が可能
- ・ワークライフバランスを大切にしながら働ける

転職のご相談もお気軽にどうぞ。

Required Skills and Qualifications **Experience:**

- ・ Proven experience managing **HR operations and transactional HR activities across the full employee lifecycle in Japan.**
- ・ Bachelor's degree in Human Resources, Business Administration, a related discipline, or equivalent professional experience.
- ・ Strong knowledge of Japanese employment administration, labour legislation, and statutory requirements.
- ・ Proven ability to maintain accurate, compliant HR documentation, employee records, and HR processes.
- ・ Hands-on experience across the full recruitment lifecycle, including multi-channel talent sourcing, candidate engagement, networking, and proactive sourcing of passive candidates.
- ・ Experience managing relationships with local recruitment agencies, including agency selection, briefing, performance management, and coordination.
- ・ Experience managing employee relations matters, workplace investigations, and conflict resolution.
- ・ Sound judgement regarding when complex employee matters should be escalated to senior HR, Compliance, or Legal stakeholders.
- ・ Ability to manage multiple priorities while consistently delivering accurate, high-quality work within tight deadlines.
- ・ Experience working within a rapidly growing global organisation in Japan is highly desirable.

Soft Skills:

- ・ Exceptional attention to detail, organisational skills, and follow-through, particularly when managing sensitive employee data, HR records, and documentation.
- ・ Strong understanding of business priorities with the ability to translate business requirements into effective HR operational support.
- ・ Ability to operate independently and take ownership of a broad HR remit in a standalone environment.
- ・ Strong stakeholder management and communication skills when working with employees, managers, and regional and global HR teams.
- ・ Sound judgement and discretion when handling confidential or sensitive employee matters.
- ・ Ability to balance operational execution, employee experience, compliance requirements, and changing business priorities.
- ・ Adaptable and proactive approach suited to a fast-growing international organisation.

Language Requirements:

- ・ **Japanese:** Native / Fluent level
- ・ **English:** Working to Business level, with the ability to collaborate effectively with regional and global stakeholders

Preferred Skills & Qualifications

- ・ Experience working as a **Senior HR Generalist, HR Operations professional, or HR Business Partner** within a global organisation.
- ・ Experience in a rapidly growing or evolving organisation where HR processes and infrastructure are being developed or improved.
- ・ Exposure to HR responsibilities across multiple countries or markets, particularly Japan and Korea.
- ・ Experience supporting organisational change, employee engagement, talent management, and Learning & Development initiatives.
- ・ Experience coordinating domestic and international employee mobility, relocation, and immigration processes.
- ・ Experience working in an industrial, manufacturing, automotive, technology, or energy-related business environment.

About the Company

Our client is a **fast-growing global leader in the energy management industry**, operating in an international and evolving business environment.

As the organisation continues to grow, the Japan HR function plays an important role in establishing scalable people processes, supporting employees and managers, maintaining local compliance, and connecting the Japanese business with

regional and global HR stakeholders.

This opportunity provides broad exposure across **HR Operations, Employee Relations, Talent Acquisition, HRIS, labour management, organisational change, and talent development**, making it particularly attractive for an experienced HR professional seeking greater ownership and international exposure.

Why You'll Love Working Here

- Help **build and strengthen the Japan HR function from the ground up**.
- Take ownership of a broad Senior HR Generalist remit rather than being limited to one specialised HR function.
- Gain extensive exposure across HR Operations, Employee Relations, Talent Acquisition, HRIS, compensation, mobility, and talent management.
- Work closely with **regional and global stakeholders** in an international environment.
- Support organisational change and the development of scalable HR processes as the business grows.
- Use your Japanese HR and labour law expertise while gaining wider regional exposure.
- Work in a **flexible environment with strong work-life balance**.
- Join a fast-growing organisation within the energy management industry.
- Receive **competitive compensation**.

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。