



【外資系EV技術】HRオペレーションマネージャー | 部下あり

事業成長に伴うHR組織の拡大・変革を背景に、HRオペレーションを推進

Job Information

Recruiter

Morgan McKinley

Job ID

1616407

Industry

Bank, Trust Bank

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

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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

外資系エネルギー・EVテクノロジー企業にて、日本のHRオペレーションをリードするマネージャーを募集しています。

事業成長に伴うHR組織の拡大・変革を背景に、チームを率いて、従業員ライフサイクル、プロセスガバナンス、コンプライアンス、HRIS、業務改善、ベンダーマネジメントなど幅広い領域を担当します。

HRBP、採用、C&B、ペイロール、法務、経理財務、ITなどの関連部門と連携しながら、HRプロセスの標準化・改善を進めながら、日本のHR Operationsのプロセスや体制を整備し、事業成長を支えるポジションです。

主な職務内容

- Japan HR Operationsチームのマネジメント・育成
- 入社から退職まで、従業員ライフサイクル全体のHR Operationsを統括
- HRプロセスのガバナンス、標準化、業務文書、内部統制を構築・強化
- 日本の労働・雇用関連法令、社会保険、社内ポリシーに沿った人事プロセスを管理
- コンプライアンスおよびオペレーション上のリスクを特定・評価し、改善策を実施
- HRポリシーの管理および組織全体での一貫した運用を推進
- HRBP、採用、C&B、Payroll、Legal、Finance、ITなどと連携し、円滑なHRサービスを提供
- HRプロセスの設計・改善、業務自動化、HRテクノロジーを活用した変革を推進
- Workday、SAP SuccessFactorsなどのHRIS関連プロジェクトをリード
- HRデータ、レポート、アナリティクスを活用し、改善機会やリスクを特定
- 外部HRベンダー・サービスプロバイダーを管理
- 日本のHRリーダーおよび部門横断のステークホルダーと連携し、スケーラブルなHR Operating Modelを構築

Join an innovative global company at the forefront of **energy and EV technology** as an HR Operations Manager, leading and developing the Japan HR Operations function during a critical period of growth and transformation.

This is a hands-on HR leadership role with direct responsibility for the HR Operations team and the end-to-end employee lifecycle in Japan. You will oversee **HR operations, process governance, HR policies, compliance, risk management, HRIS, vendor management, and continuous improvement**, while establishing scalable and consistent ways of working.

Working closely with HR Business Partners, Recruiting, Compensation & Benefits, Payroll, Legal, Finance, and IT, you will ensure efficient and compliant HR service delivery. You will also use automation, technology, and HR data to improve processes and strengthen the employee experience.

For an experienced HR Operations leader, this is an opportunity to **build and shape the Japan HR Operations function**, define the local operating model, develop a high-performing team, and create measurable business impact.

Key Responsibilities

- Lead, manage, and develop the **Japan HR Operations team**, establishing clear responsibilities, service standards, and performance expectations.
- Oversee HR operations across the complete employee lifecycle, ensuring accurate, timely, and employee-focused service delivery.
- Establish and strengthen process governance, standardisation, documentation, and controls across HR Operations.
- Ensure HR processes comply with **Japanese employment law, social insurance requirements, internal policies, and regulatory obligations**.
- Identify, assess, and manage operational and compliance risks, implementing appropriate controls and corrective actions.
- Manage and maintain HR policies, supporting consistent interpretation and implementation across the organisation.
- Partner closely with HR Business Partners, Recruiting, Compensation & Benefits, Payroll, Legal, Finance, and other stakeholders to ensure smooth end-to-end HR operations.
- Lead process design, continuous improvement, and operational transformation initiatives.
- Identify opportunities to improve HR service delivery through **automation, technology, and process optimisation**.
- Support HRIS-related initiatives involving platforms such as Workday and SAP SuccessFactors, partnering with IT on requirements definition, testing, implementation, and user adoption.
- Use HR data, reporting, and analytics to identify operational trends, risks, and improvement opportunities and provide meaningful insights to HR leadership.
- Establish scalable processes and operating models capable of supporting continued organisational growth.
- Manage external HR vendors and service providers, monitoring service quality, performance, compliance, and operational effectiveness.
- Build strong relationships across Japan HR leadership and cross-functional teams to ensure HR Operations supports wider business priorities.

Required Skills

必須条件経験・資格：

- HR Operations領域での実務経験8〜10年以上
- ビールマネジメント、チームリーダー、またはシニアプロセスオーナー経験3年以上
- 多国籍企業または急成長企業において、HRオペレーションやシェアードサービスセンター（SSC）チームを構築・リードした経験
- 日本の従業員ライフサイクル、労働・雇用関連法令、社会保険に関する専門知識
- HRオペレーションにおけるコンプライアンス、リスクマネジメント、プロセスガバナンスの実務経験
- HRプロセスの設計・標準化・継続的改善、および自動化・テクノロジーを活用した業務変革の経験
- Workday、SAP SuccessFactorsなどのHRISの実務経験、およびITチームと連携したシステム導入・改善経験
- HRデータの分析・レポート経験、および高度なExcelスキル

ソフトスキル：

- HRデータや業務課題を分析し、実践的な改善策につなげられる問題解決力
- 機密性の高い人事案件を適切に扱える判断力と慎重さ
- ステークホルダーと粘り強く合意形成を図り、課題解決を推進する力
- スピードが速く、不確実性の高い環境でも成果を出していくオーナーシップとレジリエンス

語学力：

- 日本語：ネイティブレベル
- 英語：ビジネスレベル（読み書き・会話）
- APAC地域のその他言語：歓迎

歓迎条件

- 自動車、EV、エネルギー、テクノロジー、製造業など、変化の速いグローバルビジネスでの経験

採用企業について

外資系エネルギー・EVテクノロジー企業。

業界の新たなスタンダードとなる技術を市場に展開しているリーディングカンパニーです。

事業の急速な成長に伴い、日本のHR組織も成長・変革の重要なフェーズを迎えています。

本ポジションでは、HR Operations、Shared Services、HRIS、業務変革、コンプライアンス、ピープルマネジメントなどの経験を活かし、日本のHRオペレーティングモデルの構築・強化に直接携わることができます。

この求人がおすすめの理由

- 成長フェーズにある日本のHRオペレーションチームのマネージャー職
- 従業員ライフサイクルからHRポリシー、コンプライアンス、ベンダー管理まで幅広く担当
- HRプロセスの標準化・改善や、HRIS・自動化を通じた業務効率化を推進
- 幅広い部門と連携する、影響力のある役割
- 日本のHRオペレーションのプロセスや体制を整備し、事業成長を支える要職
- エネルギー・EVテクノロジー企業でHRキャリアを深められる
- 年収1,000万円以上（経験・スキルに応じて決定）

HRの転職なら Morgan McKinley.**Required Skills and Qualifications Experience:**

- **8-10+ years of professional HR Operations experience**, including at least 3 years in people management, team leadership, or as a senior process owner.
- Proven experience building, leading, and developing an **HR Operations or Shared Services Centre team** within a multinational or high-growth organisation.
- Deep knowledge of the Japan employee lifecycle, Japanese employment law, and social insurance requirements.
- Strong compliance and risk management experience within HR Operations.
- Demonstrated experience designing, governing, and standardising HR processes and operating procedures.
- Strong process design, project management, and continuous improvement experience, including transformation through automation and technology.
- Hands-on experience with **HRIS platforms such as Workday and SAP SuccessFactors**, as well as other HR Operations tools.
- Experience partnering with IT teams on requirements definition, system testing, implementation, and user adoption.
- Strong data analysis and reporting capabilities, including advanced Excel skills and experience translating HR data into actionable insights and recommendations.
- Bachelor's degree or higher in Human Resources, Industrial Relations, Business Administration, or a related field.

Soft Skills:

- Proven people leadership skills with the ability to build, develop, and manage a high-performing HR Operations team.
- Excellent communication, influencing, and stakeholder management skills.
- Professional judgement and discretion when handling sensitive, confidential, or complex HR matters.
- Strong sense of ownership, resilience, and attention to detail.
- Ability to deliver accurate, high-quality results in a fast-paced, high-volume, and ambiguous environment.
- Strong analytical and problem-solving skills with the ability to turn operational data into practical recommendations.
- Ability to collaborate effectively across HRBP, Recruiting, C&B, Payroll, Legal, Finance, IT, and other business functions.
- Continuous improvement mindset with the ability to challenge existing processes and identify scalable solutions.

Language Requirements:

- **Japanese:** Native or near-native level
- **English:** Business level, including strong written, reading, and verbal communication skills

Preferred Skills & Qualifications

- Additional **APAC language skills** are highly desirable.
- Experience leading HR Operations transformation within a rapidly growing global organisation.
- Experience developing or scaling an HR Shared Services model in Japan.
- Strong knowledge of HR automation, digitalisation, and technology-enabled process improvement.
- Experience using HR analytics and reporting to support leadership decision-making.
- Experience operating within an automotive, EV, technology, manufacturing, or similarly fast-moving international business environment.

About the Company

Our client is an innovative global company helping shape the future of **energy and electric vehicle (EV) technology**. The organisation has introduced new energy and EV technologies that have become established within the industry while continuing to respond to emerging trends and challenges.

As the business grows, the Japan HR organisation is undergoing an important phase of development and transformation. Building a scalable, compliant, technology-enabled HR Operations function is therefore critical to supporting continued growth.

This position provides an opportunity to combine **HR Operations leadership, Shared Services, HRIS, process transformation, compliance, and people management** while helping establish a high-performing HR operating model in Japan.

Why You'll Love Working Here

- **Lead and build the Japan HR Operations function** during a critical period of growth and transformation.
- Take direct people management responsibility and shape the team's culture, capabilities, and performance.
- Define the local HR operating model and create business impact through **operational excellence, automation, and strong compliance**.
- Gain high visibility with Japan HR leadership, HR Business Partners, and cross-functional stakeholders.
- Drive HR technology and process improvements involving HRIS, automation, data, and analytics.
- Take ownership of a broad HR Operations scope covering the employee lifecycle, governance, policies, compliance, and vendor management.
- Join a mission-driven organisation at the forefront of **energy and EV innovation**.
- Help build a high-performing, scalable HR Operations function in Japan.
- 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。