【英語を活かす】シニア人事マネージャー/ Sr. HR Manager

国際的な製造企業にて、シニア人事マネージャーの求人がございます。

Job Information

Recruiter
Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company
国際的な製造企業

Job ID
1619470

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
8 million yen ~ 10 million yen

Holidays
完全週休2日制, 土日祝日休み, 有給休暇

Refreshed
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General Requirements

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

An international manufacturing company is seeking a Senior HR Manager. The successful candidate will oversee HR programmes, talent and succession planning, employee relations, payroll, internal and external communications, corporate governance and regulatory compliance. This is a hybrid setup role.

]A global materials company specialising in metal powders and advanced powder-based solutions. The company develops innovative materials for applications across industries including automotive, manufacturing, surface coating and metal injection moulding.

Keywords:

人事 マネジメント, 人事 戦略, 人材 開発, 後継者 育成, 労務 管理, 労働法, 給与 計算, 社会保険 手続き, 組織 開発, 社内 広報, 企業 広報, 採用 ブランディング, コーポレート ガバナンス, 施設 管理, 求人, 外資系

Job Ref: THQNVM

Responsibilities:

- Lead the development and implementation of country-level HR strategies and plans

- Oversee talent management, leadership development, succession planning, and competency development
- Lead the local HR team and contribute to global People and Competence initiatives
- Manage recruitment, onboarding, employee relations, performance management, and employee engagement
- Oversee salary reviews, talent reviews, organisational development, and change management
- Manage payroll, pensions, employee offboarding, time and attendance, and social and labour insurance procedures
- Coordinate year-end tax adjustments and statutory reporting
- Ensure compliance with Japanese labour laws, internal regulations, corporate directives, and the Code of Conduct
- Manage HR systems and processes, including Workday, Peakon, Job Architecture, and competency reviews
- Oversee occupational health responsibilities and participate in emergency management activities
- Develop internal communications and support leadership communications, town halls, and employer branding
- Coordinate external communications with Group Communication
- Oversee office administration, facilities, corporate governance, statutory filings, visitor management, visas, and office services
- Ensure compliance with local regulations and company policies

Requirements:

- Bachelor's degree or equivalent
- More than 10 years of experience in HR within an international business environment
- Experience leading people and teams
- Experience using Workday
- Strong strategic business and people focus
- Good knowledge of labour law
- Strong relationship-building skills in cross-cultural environments
- Excellent facilitation and change management skills
- Work environment management skills
- IT literacy, including Workday
- Proficiency in MS Office Suite
- Fluent level English; professional level Japanese

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.