

【830 ~ 1250万円】People Excellence Partner Japan

外資系大手製薬企業での募集です。 労務・労政のご経験のある方は歓迎です。

Job Information

Recruiter
JAC Recruitment Co., Ltd.

Hiring Company
外資系大手製薬企業

Job ID
1619960

Industry
Pharmaceutical

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
8 million yen ~ 12 million yen

Work Hours
08:45 ~ 17:30

Holidays
詳細は求人ご紹介時にご案内いたします。

Refreshed
October 29th, 2026 18:21

General Requirements

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

【求人No NJB2419034】
Deliver the People Strategy locally working with business partners and CoEs focusing on excellence and highest standards of employee experience. Drives P C best practices ensuring organizational efficiency and P C process compliance with policies.

KEY RESPONSIBILITIES

Operational Excellence:
・Ensure efficiency of end to end P C processes with continuous improvement.
・Ensure the P C process is operated in accordance with the GOP.
・Ast as Tier 2 support for ticket handling for P C related inquiries. Updates and resolves escalated tickets form Tier 1 ensuring SLA and performs analysis on complex cases.

Data Management Analysis:
・Conduct organizational data analysis to support decision making of stakeholders inside and outside of P C.

Business Partnering:
・Provide consultation on P C agenda for 1st and 2nd line managers working with PBP.
・Ensure adherence to labor and employment law requirements for the responsible organizations

Culture and Organization Development:
・Act as the Culture Inclusion Experience（CI E） partner for EBRGs to ensure their activity plans to be aligned with P C priorities. Provide EBRG Leads and Sponsors consultation on Culture agenda.
・Assess analyze and plan actions for enhanced employee engagement based on the Employee Engagement survey results. Propose Country Council the country action plans for endorsement.

Project Management:
・Design and deliver projects programs and processes based on the P C priorities working with COEs.

Required Skills

REQUIRED CAPABILITIES EXPERIENCES

Technical Skills :
Data Analysis Intermediate level proficiency
Human Resources Policies Intermediate level knowledge
Problem Solving Experienced

Functional Skills :
Service Delivery Advanced level proficiency
Labor and Employment Law Intermediate level understanding
Employee Relationship Management and Investigations・・ Intermediate level skills
Business Partnerships ・ Intermediate level skills
Succession Planning Intermediate level skills
Training and Development Intermediate level skills

Transversal Skills :
Emotional Intelligence ・ Experienced level skills

QUALIFICATIONS EXPERIENCE

Education:
Bachelor's degree in Human Resources Business Administration or related field

Experience:
Minimum 3 5 years of experience in HR COE functions or business partnering
Proven experience in data analysis and HR policy implementation
Project management experience in business companies or consulting firms

Language Requirements:
Fluent in Japanese（native level）
Business level English proficiency

CANDIDATE PROFILE

Must Have Attributes:
Strong analytical mindset with attention to details
Excellent organizational and prioritization skills
Customer service orientation with focus on employee experience
Ability to work collaboratively across functions
Compliance focused mindset

Preferred Attributes:
Experience with HR technology systems
Knowledge of Japanese labor laws and regulations
Previous experience in pharmaceutical or healthcare industry
Project management capabilities

Company Description

ご紹介時にご案内いたします