



People & Culture Advisor

Job Information

Hiring Company

[Ciena Communications Japan, Ltd.](#)

Job ID

1322206

Division

Human Resources

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

(Almost) All Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Yamanote Line, Tokyo Station

Salary

8 million yen ~ 15 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

December 9th, 2022 07:00

General Requirements

Minimum Experience Level

Over 10 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

This generalist role will require excellent P&C knowledge across multiple disciplines and be comfortable working in an international environment, possessing the ability to provide insights on local HR practice that result in positive business impact.

Your Responsibilities

You will demonstrate excellent collaboration skills working with an internationally dispersed teams in a matrixed organization. Strength of character to own and drive the local P&C agenda is required, aligned with Business Partners and centers of excellence.

Talent Acquisition - Collaborate with APJ Regional TA in support of growing hiring demand for both expert and graduate recruiting, including recommend and support job promotion & branding opportunities through referral programs, external partners, advertising sites, career fairs, networking forums, other social media platform etc. Introduce changes to the organization's current recruitment activities based on the local market trend.

Employee Relations - Provide support to Business Partners and Legal on employee relations issues, cases and programs. Lead the execution at a country level for regional and global programs. Glint Survey result analysis and action planning for Japan to support the Japan leader team

People & Culture Partner - Member on the Japan Management team working in close collaboration with the business leader and the regional and global P&C leaders to influence and deliver the P&C initiatives to create a culture of inclusion, happiness etc aligned to the People Promise.

People Connect - Transactional People Connect support for local language requirements by providing HR support & consultation; answer queries about HR programs, policies & HR-related topics. Ensure the local policies and procedures in compliance with local labor laws and people related matters.

Total Rewards & Mobility - Primary local point of contact for social insurance, health, pension related inquiries and support vendor relationships with our partners. Provide Country insight, lead key projects and recommend changes to benefits program that support employee attraction and retention

Learning & Development - Support HRBP and L&D on implementation of employee related & management development programs. Provide input to L&D on country and functional training and development needs

Performance Management – Talent reviews at a X functional Country Level. Coach managers on effective practices; goal setting, ability to deliver constructive feedback & performance improvement plans (PIPs).

業務内容

- 電話やオンラインによるリモートでのテクニカルサポートの提供
- 必要に応じてオンサイトでのサポートの提供
- 現場で発見された問題について、社内チームとの議論
- 品質保証、設計、製品管理、技術出版、トレーニング担当者と協力して、お客様からのフィードバックを社内です共有

Required Skills

Minimum Qualifications

- 10+ years of combination work experience within HR Operations, Employee Engagement, Business Partner, Talent Acquisition, or related field
- Broad Human Resource operations support role in culture and organizational effectiveness
- Strong communication skills in Japanese and English (spoken & written)

Preferred Qualifications

- Operational experience of working in a multinational company
- Capable to interface at all levels of a global company, an international outlook and understanding
- Professional in all aspects of position and workplace. Uses discretion and maintains strict confidentiality.
- Good judgement with a proactive “can-do” attitude & ability to question and push back when required.
- Detail oriented and methodical approach
- Can coordinate and manage multiple changing priorities at once in a dynamic, fast paced environment

Company Description

About Ciena

Ciena is a network specialist focused on expanding the potential of your network and reducing its cost of ownership. Ciena's systems, software, and services focus on discovering and resolving network problems to maximize the applications that propel businesses of carriers, cable operators, government agencies or businesses. doing.

About Japan Ciena Communications

Ciena Communications of Japan was established as a local subsidiary of Ciena Corporation in the United States in Japan. Ciena Corporation is a network specialist who seeks to improve the potential capabilities of your network while reducing TCO. Ciena's systems, software and services provide solutions that help operators, cable operators, government agencies and enterprise users optimize new applications to do their jobs by solving certain network bottlenecks and problems. doing.