



Head of HR / Global Pharmaceutical company

Global Company / upto 14M

募集職種

人材紹介会社

Hire Pundit Japan 株式会社

求人ID

1591604

業種

医薬品

会社の種類

中小企業 (従業員300名以下) - 外資系企業

雇用形態

正社員

勤務地

福島県

最寄駅

常盤線3 (仙台-原ノ町-いわき-水戸-上野)、 いわき駅

給与

800万円 ~ 1200万円

ボーナス

固定給+ボーナス

更新日

2026年05月12日 18:48

応募必要条件

職務経験

6年以上

キャリアレベル

エグゼクティブ・経営幹部レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒： 学士号

現在のビザ

日本での就労許可が必要です

募集要項

Key responsibilities

The Head of HR Japan will be assigned to generalist HR management activities and, in particular:

- Supporting the local General Manager as a reliable and proactive Business Partner;
- Ensuring that employment and compensation practice are in compliance with Group company policies and/or Japanese regulations and legislation;

- Developing labour cost controlling reporting systems, collecting data for monthly /yearly reporting and keeping them updated;
- Developing personnel annual and quarterly budget, ensuring consistency with actual costs and/or analysing gaps and proposing improvements;
- Leading the local administration tasks, as well as benefits plan, insurances and services;
- Dealing with Unions, if any, and relevant bargaining negotiation;
- Preparing job description, job evaluation and job classifications, also working with Head Hunting firms, recruitment websites and digital channels;
- Taking care of sustainable succession planning programs as well as dedicated people development plans;
- Defining technical and managerial training needs for employees and granting a proper implementation;
- Assuring accurate record keeping for HR and Accounting related documents;
- Supporting the Group HR Director in the change management process, assuring the local implementation of policies, training, and Group projects;
- Ensuring compliance with Data Privacy and Protection Guidelines.

スキル・資格

Required background

The ideal candidate for this position:

- has strong quantitative and analytical skills, and is an organized, responsible and committed person.
- is a detail-oriented team player as well as to be proactive and willing to take initiatives to be submitted to the managers.

Required education

- Fluent in Japanese and English
- University Degree and adequate knowledge of labour rules and regulations. Master in HR is a plus.

会社説明