【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。

募集職種

人材紹介会社
ロバート・ウォルターズ (Robert Walters)

採用企業名
国際的な製造企業

求人ID
1619470

業種
その他（メーカー）

雇用形態
正社員

勤務地
東京都 23区

給与
800万円 ~ 1000万円

休日・休暇
完全週休2日制, 土日祝日休み, 有給休暇

更新日
2026年11月11日 00:00

応募必要条件

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル

日本語レベル
ビジネス会話レベル

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

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

会社説明

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.