



## HR & Recruitment Managers

**Work for a specialized event agency!**

### 募集職種

採用企業名

iLUKA Japan

求人ID

834628

部署名

Event Staffing & Human Resources

勤務形態

契約

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2019年01月17日 08:50

### 応募必要条件

職務経験

3年以上

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

流暢

最終学歴

中・高等学校卒

現在のビザ

日本での就労許可が必要です

### 募集要項

「人事&リクルーティングマネジャー」として、世界最高のスポーツイベントを支える世界最高のスタッフの採用を専門に取り組むチームの一員となる、一生に一度の機会です。

人事&リクルーティングマネジャーは人事・採用担当として、2019年と2020年に日本で開催される世界的なスポーツイベントにおいてあらゆる業務に携わる、オペレーションチームの人員選考と確保を図ります。

人事または採用業務を専門とする方、またはその両方においてご経験をお持ちの方を募集しています。人事マネジャーとリクルーティングマネジャーの2つの領域でご活躍ください。

\*契約:2020年9月まで

主要な職責:

## 人事

- 人事に関連する全ての書類の管理。職務内容を含め、必要に応じ書類のフォーマットの考案と作成を行い、翻訳もお任せします。その他、ニュースレターの作成や説明会への出席など
- テンプレートに基づく雇用契約の準備
- 従業員から届く質問への対応
- 従業員の休暇管理
- 新規採用されたスタッフのオンボーディング。オリエンテーションの提供など、直ちにiLUKAの一員となれるようにする
- 日本のサービスプロバイダーやiLUKAの財務チームと調整し、新しいスタッフを募る
- 月々の給与支払いの確認と承認
- 給与の支払いに関するあらゆる質問に対応
- 駐在員として来日する社員の各種手続き(引っ越し、賃貸、Visaなど)
- 福利厚生プログラムを管理し、その内容の従業員への告知
- マネージャーを訓練することで、スタッフの指導が行われ規律が正され、仕事の計画作成とその進捗管理、結果に対する評価が行われるようにする。また面談の予定調整、仕事への不満などを聞きスタッフやマネージャーへのカウンセリングを提供する
- 新旧の人事記録を管理するシステムの維持
- 日本での人事・採用に関する法令を把握し確実に履行するようにする。情報の収集と記録、iLUKAを代表して説明会などへ出席
- 採用チームと共に戦略的な採用計画の立案に携わり、必要な人材の確保を図ります
- 大学での告知や採用戦略の管理
- プロフェッショナルとして仕事に取り組み、機密保持の基準や会社規定、手順や慣習に従い、候補者やお客様に関する情報の管理と守秘義務において最高レベルの対応を行う
- 全ての同僚と効果的にコミュニケーションを図り、必要に応じてプロジェクトチーム、お客様や大会組織委員会との打ち合わせへ出席する
- 適格認定、勤務時間の管理、給与支払いシステムなど、プログラムチーム向けのトレーニング内容の作成と提供
- 認定基準と制約に関して精通している
- 社員情報、提出用書類の正確さとフォーマットの確認。
- 信頼、誠実さ、実績、信用、経験と客観性に基づき、関係者と効果的な関係を築く
- ビジネス面で必要とされる事柄を常に把握

We have a unique and a once in a lifetime opportunity for a team of experienced HR & Recruitment Managers, who will be joining a team who specialises in recruiting the world's greatest staff for the world's greatest sporting events.

Working for iLUKA our Recruitment and HR Managers will be responsible for the HR, recruitment, selection and delivery of a Games Time workforce who will populate operational teams in all areas of the Company's functional business units working on the global sporting events in Japan in 2019 and 2020.

We are looking for great people who specialise in either HR or Recruitment or you may have experience in both, we have Recruitment Manager roles and HR Managers roles currently available. Our HR & Recruitment Manager roles are fixed term contracts and will finish in September 2020.

## Key Responsibilities

HR:

- Manage all HR employee documentation, including design and development where necessary, Translation, including role specifications, newsletters and joining instructions
- Prepare employee contracts based on template
- Answering employees HR queries
- Managing employees vacation
- Give new employees a fantastic introduction to iLUKA by conducting new hire orientation and local on-boarding
- Liaise with local service provider and iLUKA Finance to enrol new starters
- Review and Authorise monthly payroll
- Answering any queries on payroll
- Manage local requirements for expatriate employees including, rent, Visas and relocation
- Maintains employee benefits programs and informs employees of benefits
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counselling employees and supervisors
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records
- Ensures legal compliance by monitoring and implementing applicable human resource Japanese requirements;

- conducting investigations; maintaining records; representing the organization at hearings
- Participate in the development of strategic recruitment plans with the recruitment team aligned to meet the resourcing and accreditation needs of all functional areas
- Assist in the Development and manage university attraction and recruitment strategy
- Adhere to professional and legal confidentiality standards, company policies, procedures and practices, maintaining the highest level of integrity regarding candidate data management and client confidentiality
- Communicate effectively with all colleagues, participate in project team meetings as required and necessary client /organising committee meetings
- Assist in development and delivery of training to programme teams on relevant areas, including accreditation, working time restrictions, payroll systems etc.
- Be cognisant of accreditation types and restrictions
- Manage collation, accuracy and format of employee information for submission
- Build and maintain effective relationships with stakeholders based on trust, integrity, performance, credibility, experience and objectivity.
- Be up-to-date on business needs

#### Recruitment:

- Participate in the development of strategic recruitment plans aligned to meet the resourcing and accreditation needs of all functional areas
- Effectively track and monitor recruitment progress against plans
- Develop an advertising campaign
- Manage 3rd party suppliers
- Review and management of programme critical path/deadline dates
- Develop and manage university attraction and recruitment strategy
- Research, budget, plan and execute candidate assessment centres and interview schedules
- Screening, interview and management of suitable candidates
- Adhere to professional and legal confidentiality standards, company policies, procedures and practices, maintaining the highest level of integrity regarding candidate data management and client confidentiality
- Monitor and control recruitment costs and financial results against plans, budgets and revenue forecasts
- Communicate effectively with all colleagues, participate in project team meetings as required and necessary client /organising committee meetings
- Manage all employee documentation, including design and development where necessary, including role specifications, newsletters, contracts and joining instructions
- Participate in final budget reconciliation, reviewing for accuracy and compliance
- Compile recruitment contingency plans covering candidate withdrawal, increased resource needs and other potential changes to resourcing needs
- Develop relevant and regular updates /communications (i.e. newsletters) to ensure continued prospective employee engagement
- Promote a culture of service excellence amongst internal and external iLUKA stakeholders including employees, clients, owners, partners and suppliers
- Model behaviour that is supportive of the company mission, vision and principles
- Be cognisant of accreditation types and restrictions
- Guide and control accreditation procedures through relevant functional areas
- Manage collation, accuracy and format of employee information for submission
- Ensure timely submission of accreditation requests
- Manage distribution of non-validated cards to the programme teams

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#### スキル・資格

##### スキル、知識、専門性:

##### 人事

- 日本語と英語を理解できる
- 日本における人材マネジメントの経験
- 鋭いビジネス感覚
- 労働・雇用に関する法令の知識
- 給与支払い業務の経験
- 効果的なプロジェクト管理スキル
- 人前で臆さず話しコミュニケーションをとるパブリックスピーキング力。英語と日本語による優れた会話力と文章力
- ホスピタリティまたはイベント運営の経験をお持ちであれば尚可
- 優れた計画力をお持ちで、物事を整理・スケジュール管理し、定められた締切日までに目標を達成できる
- 上級レベルのITスキル、特にエクセル
- 最高のカスタマーサービスとチームワークを発揮し結果を出すことに注力

## 採用

- 日本語と英語の能力
- 短い期間内に、大人数のスタッフを採用されたご経験をお持ちである
- リクルーターを管理されたご経験
- 大学とお仕事をされたご経験
- 日本で何を使用し求人広告を掲載するのが効果的であるかを理解している
- 効果的なプロジェクト管理スキル
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## その他

- エネルギーに溢れ、要求は高いがフレンドリーな職場において、必要な際は長時間の勤務もいとわない
- 柔軟で熱心、自信に満ち、外交的である
- “腕まくり”して仕事に取り組む姿勢
- 高いプレッシャー下においても、落ち着いてプロフェッショナルな態度で仕事に取り組むことができる
- 優先順位を付け取り組み仕事量の多さに対応できる
- プレッシャーの下で働くことができる

## Skills, Knowledge, Expertise

## HR:

- Bilingual in Japanese & English
- Previous HR Management experience in Japan
- Solid business acumen
- Current knowledge of labour and employment laws
- Japanese payroll experience
- Effective project management skills
- Confident public speaking and communication skills – excellent verbal and written English and Japanese
- Hospitality or event experience would be an advantage
- Strong planning, organisation and time management - able to plan, set and achieve goals within defined deadlines
- Advanced IT Skills, especially in Excel
- Commitment to unrivalled customer service and teamwork to deliver results

## Recruitment:

- Bilingual in English & Japanese
- Previous experience of managing high volume recruitment campaigns within challenging timescales
- Experience of managing a team of recruiters
- Experienced in working with Universities
- Understands where to advertise Jobs in Japan
- Effective project management skills
- Confident public speaking and communication skills – excellent verbal and written English
- Corporate hospitality or event experience would be an advantage
- Strong planning, organisation and time management - able to plan, set and achieve goals within defined deadlines
- Commitment to unrivalled customer service and teamwork to deliver results
- Advanced IT Skills, especially in Excel.

## Attributes

- High energy, comfortable working potentially long hours in a demanding but rewarding and friendly environment
- Flexible, enthusiastic, confident, outgoing
- Willing to roll sleeves up and get involved
- Able to work in a calm, professional manner in a pressured environment
- Ability to prioritise a demanding workload
- Can work under pressure

## 会社説明

The iLUKA team has been putting sponsors, broadcasters and other stakeholders at the heart of the world's greatest sporting

events for more than 20 years. Established in 1992, iLUKA has in this time worked with many of the world's leading brands as they activate their rights of sponsorship. Services include Strategic Consulting, Hospitality Programme Management, Venue Design and Overlay, Games time Readiness planning, Brand Showcasing, Merchandise and Outfitting.

With a unique understanding of the special balance between strategic ambition, the local culture and operational viability at major sporting events, the iLUKA team supports clients in ensuring that programmes deliver genuine business value, a unique brand experience and responsible operational delivery on time and on budget.

iLUKA joined the CSM Group in 2012, one of the world's leading sports marketing groups, chaired by Lord Sebastian Coe. CSM is a subsidiary of Chime Communications Limited.