



HR Planning Team Member | Enhance Your Corporate Skills

Use your Japanese skills

Job Information

Hiring Company

ZenGroup Inc.

Job ID

1478423

Industry

Internet, Web Services

Company Type

Large Company (more than 300 employees)

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Osaka Prefecture, Osaka-shi Chuo-ku

Train Description

Sakaisuji Line Station

Salary

3.5 million yen ~ Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

July 10th, 2024 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

◆ Who We Are

We are ZenGroup, a global e-commerce company based in Osaka serving customers all around the world. We are a diverse team representing 30 nationalities, 6 continents, and providing our services to the world in 19 languages.

◆ Company Overview

ZenGroup Inc. is composed of four divisions: ZenMarket, an intermediary buying service for Japanese products unavailable overseas; ZenPlus, a cross-border e-commerce site selling Japanese goods internationally; ZenPop, a subscription service delivering Japanese pop culture items worldwide; and ZenPromo, a one-stop solution for Japanese companies seeking to expand abroad, offering services from marketing to shipping. Our mission is to spread Japanese culture globally through various business initiatives.

◆ Why We Are Hiring

We are seeking a candidate for a position in HR Planning, with primary responsibilities including creating and conducting training programs, and planning and holding events. We value diversity and strive to create an inclusive workplace environment. We want an HR team member who is passionate about building such an environment. You will be part of the HR Planning Team within the General Affairs Department. Currently, the team includes two members, one Japanese male and one Canadian male who is fluent in Japanese. You will handle various training programs and company events. Due to the wide range of tasks, they are seeking an additional member to assist with employee education and planning and promoting company systems.

◆ Position Title

- Human Resources Planning team member

◆ Duties

- Create and conduct training sessions (in both Japanese and English; primarily Japanese, but English is possible upon request)
- Handle DE&I tasks (planning systems, applying for certifications)
- Perform HR Business Partner (HRBP) duties
- Plan and hold events

◆ Employment Type

- Permanent employee (Full Time)
- ※ Probationary period of 3 months
- On-site work (Remote Work not available)

Required Skills

◆ Working Hours

- 9:15 ~ 18:15
- Flex time available: Core time 10:00 - 16:00 (8 hours of actual work)
- * Up to 2 hours Lunch break
- Two days off per week. (Saturday, Sunday)
- Year end and new years holidays (4 days)
- Total 26 paid days off per year (Increases year over year)

◆ Salary

- ¥280,000 or more per month (Based on previous experience and ability)
- Bonus twice a year (June and December)

◆ Benefits

- Raise once per year
- Transportation Allowance (Up to 30,000 per month)
- Relocation Allowance: ¥100,000 available for applicants relocating to Osaka from outside the Kansai region.
- Overtime Pay (Paid by the minute)
- Complete social insurance (workers' compensation, employment, health, welfare pension)
- Business casual dress code (No suit required)
- Qualification acquisition support system
- Training system (job-specific, level-specific training)
- In-house club activities (karaoke, day camps, etc.)
- Monthly company events
- Free tea and coffee
- Maternity and Paternity leave

<Who We Are Looking For>

◆ Personality

- Excellent communication skills
- Strong logical thinking
- Vision-driven mindset

◆ Must Have Skills

- Native English Speaker
- Fluent Japanese (JLPT N1 or equivalent) * Test not required
- Over 1 year of HR experience (especially as an OJT instructor) or approximately 3 years of experience as a trainer in a private company (no specific requirements for recruitment or labor relations)

◆ Preferred Skills

- Additional HR experience (recruitment, labor relations, etc.)
- Experience in planning and holding company events
- Experience in developing and implementing MVV (Mission, Vision, Values)

· Skills in automation and data analysis (coding not required)

◆ Hiring Process

· First Interview - Hiring Team (45-60 mins, Online or In-person)

* Translation & Logic Tests (Excluded for Online Interviews)

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· Second Interview - CEO and Planning team member (45-60 mins, In-person required)

Travel Reimbursement up to ¥27,000 available for applicants outside the Kansai region

* Translation & Logic Tests (If not completed during the first interview)

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· Third Interview - HR Team (30-60 mins, Online or In-person)

* Company Culture Test

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Hiring Decision

Company Description