

**ROBERT WALTERS**

「英語を活かした転職なら」ロバート・ウォルターズ
外資系・日系グローバル企業の求人だけを紹介

【英語を活かす】HR Director

広報代理店にて、HR Director の求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

広報代理店

Job ID

1479580

Industry

Advertising, PR

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen ~ 11 million yen

Work Hours

お問い合わせください

Holidays

完全週休2日制, 土日祝日休み, 有給休暇

Refreshed

June 24th, 2024 09:01

General Requirements

Career Level

Executive

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

An international communications company is looking for an HR Director. The selected candidate will partner with management teams to align HR strategies with business goals.

An international communications and public relations agency known for integrated campaigns that combine traditional and digital media approaches. Centered on technology, innovation, and storytelling, the firm collaborates with clients to craft impactful narratives that engage audiences and deliver results.

Keywords:

人事, 総務, 採用, リクルート, リクルートメント, 求人, 外資系

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Responsibilities:

- Offer expert advice on people management to the leadership team
- Lead the recruitment process, coordinating with stakeholders and candidates
- Design and implement recruiting strategies for the Japan market
- Work with management and regional HR to identify future hiring needs
- Ensure compliance with HR policies and procedures across all HR functions
- Oversee employee onboarding, including updating materials with the office manager
- Manage the HR system to keep employee data and training records updated
- Participate in regular regional meetings to ensure smooth HR operations
- Guide administrative staff to improve work quality and speed, enhancing overall productivity

Requirements:

- Understanding of PR and digital
- Ability and willingness to learn how a PR and digital agency operates
- Possess practical skills and a drive to expand in all HR areas
- Knowledge of digital channels and their application to HR

Company Description

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.