



# MichaelPage

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## HRBP - Coffee company

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#### Job Information

##### Recruiter

[Michael Page](#)

##### Job ID

1485018

##### Industry

Restaurant, Food Service

##### Job Type

Permanent Full-time

##### Location

Tokyo - 23 Wards

##### Salary

8 million yen ~ 11 million yen

##### Refreshed

July 2nd, 2024 13:40

#### General Requirements

##### Career Level

Mid Career

##### Minimum English Level

Business Level

##### Minimum Japanese Level

Fluent

##### Minimum Education Level

Bachelor's Degree

##### Visa Status

Permission to work in Japan required

#### Job Description

This HRBP role will support business leaders as true business partners and help employees in stores and production sites across Japan to do their best work by supporting a variety of processes and programs related to every aspect of the employee experience. From onboarding to offboarding and everything inbetween, this is an exciting role where you can contribute to growth and change within the company.

#### Client Details

This American coffee company has gone global. Why? They source and produce some of the freshest coffee in the world. With their comfortable and inviting cafes across Japan and the world, this is an exciting brand to be a part of. There are 300 employees in Japan.

#### Description

- Serve as the primary point of contact for the People Team, offering support to both business leaders and employees.
- Provide expert guidance to leaders on decision-making and navigating complex employee issues.
- Enhance the employee lifecycle experience, ensuring excellence from onboarding through to offboarding.
- Collaborate with functional leadership to devise and execute talent acquisition strategies and sourcing initiatives.
- Manage the entire talent acquisition process, from requisition to offer acceptance.

- Contribute to the development of People programs, including succession planning and learning initiatives.
- Offer coaching and feedback to leaders and team members to foster growth and development.
- Ensure workplace health and safety, including stress tests and collaboration on mental health care.
- Investigate and resolve employee relations issues and policy violations, ensuring proper reporting and resolution.
- Advise employees on company policies and procedures.
- Maintain compliance with regulatory requirements and support in related areas.
- Work with global HR counterparts on HR projects and oversee their implementation.
- Create and update communications related to Employee Relations and HR matters.

#### Job Offer

- Health insurance coverage
- Dental and vision care plans
- Retirement savings plans (e.g., 401(k) or pension)
- Paid time off (vacation, sick leave, holidays)
- Flexible work arrangements (remote work options, flexible hours)
- Employee wellness programs
- Professional development opportunities (training, workshops, conferences)
- Maternity and paternity leave
- Employee assistance programs (counseling, mental health support)
- Discounts on company products or services

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Henderson on +813 6627 6055

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#### Required Skills

- Minimum of 5 years' experience as an HR generalist or Business Partner, preferably in consumer retail, food/beverage, or production sectors
  - Strong understanding of labor/employment laws and regulations
  - Comprehensive knowledge of HR practices, including talent acquisition, talent development, compensation & benefits, and organizational development
  - Proficient in English and Japanese communication (reading, writing, and speaking)
  - Proven expertise in employee relations and managing challenging situations and conversations
  - Exceptional judgment and integrity with strong decision-making skills and a proactive approach
  - Bachelor's Degree
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