



HR Assistant Manager

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Job Information

Hiring Company

Faurecia Clarion Electronics Co., Ltd.

Job ID

1486039

Division

Japan

Industry

Automobile and Parts

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Saitama Prefecture

Salary

5 million yen ~ 9 million yen

Refreshed

November 21st, 2024 03:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Essential responsibilities and duties

The main missions of the role are to:

Acts as a HRBP for a large matrix organization with a focus on Management Development and Talent Acquisition

Purpose - Talent Development and Acquisition role is instrumental in deployment of all aspects of talent management including, strategic talent reinforcements/staffing, Performance Management, Talent Review process deployment, Succession management and high potentials / high professionals talent development. This role acts as key interface between region and global teams to deploy global processes, programs for improving the capability of the Japan organization.

Reporting to: HR Manager

Key roles and responsibilities :

- Consults with line managers and providing HR guidance when appropriate. Addressing HR issues.
- Develop and implement recruitment strategies to attract top talent including sourcing, interviewing, and selection.
- Utilize innovative sourcing methods to attract top talent, including social media, employee referrals, and personal network.
- Closely partner with the hiring teams to understand their hiring needs and develop effective recruitment plans; experienced in RPO management.
- Drive and ensure sustainable improvements in initiatives and results for Diversity & Inclusion, injecting fresh and potential talent.
- Deploy global talent review process to identify, calibrate high potentials and devise development plans to improve readiness of talent.
- Set robust talent review routines for functions, sites to ensure continuous focus on talent management in the organization
- Deploy Faurecia University global programs for FCE Japan talents and co-design, deploy specific local learning programs
- Management and support of event activities hosted by HR
- International mobility management and support
- Drive strong focus on engagement and retention initiatives in the region.
- Lead Management Development team as well as a RPO team, providing guidance, coaching, and support to ensure the team meets their missions.

Required Skills

Qualifications

- Education: Bachelor's degree and above
- English level: Business
- Japanese level: Business

Experience:

- 3-5 years of experience in HR is preferred
- Understanding of HR Controlling, budgeting, Japanese labor law is a strong plus point
- Experience in Compensation & Benefit is also welcome

Skills and competencies:

- Business fluency in both Japanese and English is a must. Effective communication and presentation skills.
- Solid knowledge of MS Office products including Excel, Word, PowerPoint, and Outlook
- Ability to build relationships across all levels of the organization
- High degree of inter-cultural awareness and agility
- Must be able to manage multiple tasks simultaneously
- Good team player in Japanese business environment

Company Description