



## HR Assistant Manager

グループ売上 1 兆円以上！大手車載機器グローバル企業で経験を活かしませんか？

### 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**

January 30th, 2025 05:00

### 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**