



Human Resource Manager/Senior Human Resource Manager (Tokyo)

Annual Leave fully utilized. MNC company

Job Information

Hiring Company

Turner & Townsend

Job ID

1486150

Division

Human Resource

Industry

Property Developer, House-builder

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Hibiya Line Station

Salary

Negotiable, based on experience

Work Hours

五日勤務。一日 8 時間

Holidays

有給休暇 1 6 日から

Refreshed

July 15th, 2024 16:23

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

★アピールポイント

- 世界46カ国に108のオフィスを構え、豊富なグローバル経験と業界経験
- 日本での実績は30年以上

Company Description

Who is Turner & Townsend?

All over the world people are using buildings, infrastructure, and assets we helped to deliver. It could be the hospital they work in, the railway they travel on every day, the fuel that powers their car or the data centre they depend on at work. For more than 75 years we've been helping to deliver transformational programmes across the real estate, infrastructure and natural resources sectors, making a difference to people's lives and ensuring a return on investment for our clients and their investors.

Our purpose:

Transforming performance for a green, inclusive, and productive world.

The world is changing and we have a responsibility to support that change, helping drive it and be part of it. Through the commitment, capability and care our team brings, we build trust between clients, suppliers, governments and society. Delivering better outcomes that have a positive impact on the world around us. We work smarter to face the challenges of the future; bringing the clarity that helps teams realise their full potential across the real estate, infrastructure and natural resources sectors. It's how we've made the difference for more than 75 years.

Our values:

Love a challenge: We love a challenge and we work hard to make change happen and see things through. We don't stand still, challenging ourselves and others to do better every day. And we are trusted to do the right thing, raising standards all the time.

Stronger together: We're stronger together by connecting people in diverse teams, so that we can all collaborate to deliver our best work. We focus on what matters and use our influence to build a better world for everyone.

Bring out the best in everyone: We bring out the best in everyone. We help each other to make the most of our potential, always learning from our experience. We treat each other with care and respect and make time to give everyone a voice.

Job Description

1. HR Administration:

- Assist in payroll preparation and collaborate with the finance team to ensure accurate and timely processing.
- Maintain accurate and up-to-date employee records in compliance with local regulations.
- Support the coordination of performance reviews and provide assistance in the performance management process.
- Prepare and process necessary HR documents, such as employment agreements and amendments, termination letters, and other HR-related correspondence.
- Ensure proper filing and organization of employee documents.
- Maintain and update HR databases and systems.
- Assist in the preparation of HR reports and analytics as required.

2. HR Policies and Compliance:

- Assist in implementing and communicating HR policies and procedures in line with local labor laws and company guidelines.
- Stay updated with changes in labor legislation and ensure compliance.
- Support the administration of employee benefits programs.

3. Employee Relations:

- Support the coordination of employee engagement initiatives and events.
- Work closely with the Diversity and Inclusion (D&I) lead to promote a diverse and inclusive workplace.
- Support the coordination of Your Professional Future (YPF) programs to promote employee growth and development.
- Collaborate with the Health and Safety Representative to ensure a safe and conducive working environment.

4. Training and Development:

- Coordinate and schedule training sessions for employees under the guidance of the L&D Lead.

- Assist in tracking training attendance and maintaining training records.

5. Onboarding and Induction:

- Coordinate and facilitate the onboarding process for new hires, including conducting orientation sessions and ensuring a smooth transition into the organization.
- Collaborate with various departments to ensure new hires receive necessary training and resources.

6. Staff Engagement:

- Contribute to the development and implementation of staff engagement initiatives, such as annual dinner, team-building activities, and employee Peakon surveys.
- Assist in organizing and coordinating staff events and activities to foster a positive work environment.

Required Skills

Qualifications

- Bachelor's degree in Business Administration or a related field.
- Proven experience as an HR or in a similar role, preferably in multinational corporation
- Good knowledge of Japanese labor laws, regulations, and HR practices.
- Proficiency in both written and spoken Japanese and English.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong problem-solving skills and passion for challenges
- Excellent interpersonal and communication skills.
- Experienced candidates will be considered as the role of Senior HR Manager

Additional Information

Our inspired people share our vision and mission. We provide a great place to work, where each person has the opportunity and voice to affect change.

We want our people to succeed both in work and life. To support this we promote a healthy, productive and flexible working environment that respects work-life balance.

Turner & Townsend is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and actively encourage applications from all sectors of the community.

Please find out more about us at www.turnerandtownsend.com/

Join our social media conversations for more information about Turner Townsend and our exciting future projects:

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