



【日本語・英語必須】HR Senior Manager @グリーンエネルギー発電会社

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1490055

Industry

Electric Power, Gas, Water

Company Type

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

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 10 million yen

Work Hours

月曜～金曜09:00-18:00

Refreshed

August 11th, 2024 09:31

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Company: Invenergy Services Japan G.K.

Position: HR manager (Fixed contract)

Working hour: 09:00~18:00

Location: Akasaka

solve the energy challenges facing our customers and communities. We provide power generation and storage solutions at scale around the world to create a cleaner energy future. We develop. We build. We own. We operate. We are Invenergy.

Job Description

About the position

We are seeking a self-motivated Senior HR Manager who wants to be part of a growing, fast-paced company. Based in Invenergy's Tokyo office, the Senior HR Manager will collaborate with our HR team in Chicago, USA to support our local employees within various areas of HR such as recruitment, performance management, policy development, employment law compliance and employee relations.

Responsibilities:

Performance Management:

- Provide support in areas of performance management, compensation and benefits
- Partner with Chicago HR team to develop and administer the performance management process
- Provide oversight and maintain records related to grievances and disciplinary actions
- Escalate staff grievances and internal complaints to HR Management team

Compliance:

- Ensure relevant standards, processes and regulations are upheld in accordance with company policy, as well as state, federal and international laws
- Maintain the employee work rules and recommend new approaches, policies and procedures.
- Monitor local policies and procedures to ensure consistency and fairness among employees
- Advise management and employees on Japanese labor law

Employee and Labor Relations:

- Act as the main point of contact on all employee matters for the Japan locations.
- Manage the offboarding process including exit interviews, paperwork, system deactivation, final pay processing, equipment collection, etc.
- Respond to and resolve employee inquiries in a timely and professional manner
- Manage employment contracts and coordinate documentation related to employment status changes; provide guidance on employment status changes and contract amendments

Recruitment and Selection:

- Lead recruitment efforts for positions in Japan and elsewhere in the region as needed
- Lead talent branding efforts and develop employer value proposition (EVP) to attract candidates
- Manage recruitment sourcing channels (i.e. job boards)
- Create job descriptions, screen and interview candidates for position and company fit, coordinate interviews and other recruitment activities
- Evaluate, recommend and manage 3rd party recruitment outsourcing vendors as needed
- Support, coordinate and facilitate onboarding

Required Skills

Required Qualifications:

- Bachelor's Degree in Human Resources or related field
- 10+ years of experience in the HR field
- English and Japanese fluency, both written and verbal
- Experience supporting employees and understanding of the employment context in Japan
- Desire and ability to lead HR efforts and initiatives within a growing, fast-paced organization
- Coaching, Facilitation and Conflict Management skills
- Legally authorized to work in Japan
- Ability to travel domestically and internationally up to 15%
- Preferred Qualifications:
- Master's degree in Human Resources, Japan HR Society (JHRS) Certification, or other advanced HR education/certification
- Experience working for a multinational company
- Knowledge of Japanese Labor Law, HR compliance and legal issues
- Knowledge of the Japanese talent market

Company Description