



Human Resources Specialist

HRBP role at global logistics company

Job Information

Recruiter

PERSOL CAREER CO., LTD. Bilingual Recruitment Solutions (BRS)

Hiring Company

JN -082024-173500

Job ID

1491360

Industry

Railway, Airline, Other Transport

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 8 million yen

Refreshed

November 15th, 2024 07:00

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Main responsibilities:

- People Advisory
 - Applying professional knowledge by providing sound advice to Management on people-related matters and concerns, employees, managing or maintaining systems or processes or completing projects to develop or changing systems or processes as appropriate.
- Strategic Workforce planning, Acquisition and Transition
 - Support the Company's Strategic Workforce Planning initiatives, advice management and partnering with them on strategic workforce planning, acquisition, and transition supported by high quality analysis and strong data to support objective of achieving business outcomes.
- Agile Project Management
 - Support local projects using effective project management skills/digital tools and agile methodology in order to deliver results/solutions within time and budget.
 - Can also represent Japan in Regional projects for effective local implementation.

- Proactive Change Management, Planning and Implementation
 - Proactively analyse business issues, identify opportunities and constraints and give recommendations on high impact issues to overcome potential challenges to implementation.
 - Actively drive change management and leverage on strong collaboration with key stakeholders to ensure successful change management.
 - Compliance and Technical Expertise
 - Maintaining expert knowledge on labor-related legislations, trends and business environment that can potentially have implications on the Company and give recommendations based on potential risks.
 - Develop and build upon knowledge of company standards, policies and procedures.
 - Employee engagement
 - Communicating people policies, systems and programs to employees.
 - Partner with Management to drive employee engagement and promoting the corporate culture and values
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Required Skills

Minimum requirements :

- At least three (3) years of work experience (General HR, People Engagement experience or management experience)
 - Bachelor's degree or equivalent, in any discipline.
 - Strong drive to develop and grow themselves and their career in the company.
 - Strong knowledge of Labor Legislation and/or Employment laws.
 - Ability to build strong relationships with stakeholders and work in a network team collaborating with other HR and non-HR colleague
 - Curious and adaptable to navigate new ways of working and innovative practices
 - Strong negotiation skills, human relations, analysis, organization and problem-solving skills.
 - Organized, self-driven and works independently.
 - Excellent written and verbal communication skills.
 - Excellent written and verbal communication skills in respectful manner (English and Japanese)
 - Strong knowledge/familiar with Technology/Applications (ex. Has experienced Workday or any HR Management Systems, capability to learn systems and use with quick turnaround).
 - Capability to manage through multiple priorities and can manage own time.
 - Candidate must be able to quickly understand various policies/job aids/SOPs.
 - Strong PowerPoint presentation including presenting analytical findings to key stakeholders.
 - Advantage if there is background in Project Management.
 - Advantage if there is background/knowledge on Scaled Agile Framework/Agile methodology
 - Advantage if there is background on Advanced Excel, Power BI and other automation tools
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Company Description

同社は外資系航空貨物輸送会社です。サプライチェーン管理、Eコマースや物流のソリューションサービスも提供しており、世界におけるビジネスの最適化をサポートしています。