

People and Culture Generalist - Winter Sports company

People/Culture Generalist - Sports brand

Job Information

Recruiter

Michael Page

Job ID

1496603

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 10 million yen

Refreshed

October 1st, 2024 12:36

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

This role will play a crucial role in managing and executing a wide range of HR functions, from HR department's day-to-day operations including payroll, recruitment and employee relations to policy planning/implementation and leading various HR projects. The ideal candidate would possess good HR expertise, preferably in a generalist role, with good understanding of labor laws and regulations, HRIS, project management skills and strong communication skills.

Client Details

This iconic brand is a leading manufacturer of snowboards, gear, and apparel, having been in business for over 50 years. This company has an outstanding environment, flexible working arrangements and a collaborative company culture which explains why the retention rate is so high. The reporting line for this position has been with the company nearly 10 years! Their Shibuya office (employees go 3x per week and have flex time options) employs 70 people from various nationalities and backgrounds.

Description

- Serve as a trusted advisor for store managers on HR-related matters.
- Support Retail Manager in strategic planning, particularly in compensation planning and resource optimization.
- Assist in talent management, including recruitment, learning, and development.

- Develop, update, and implement HR policies and procedures to ensure compliance with legal requirements and best practices.
- Monitor and assess the effectiveness of HR policies and recommend changes as needed.
- Support and/or lead various global and local projects.
- Oversee and manage the entire payroll process, benefit administration, and reporting, including financial audits.
- Ensure compliance with all payroll laws and regulations.
- Design and implement HR processes in collaboration with global and local teams.
- Manage HR systems and data throughout the employee life-cycle in the HRIS system.
- Serve as the first point of contact for employee inquiries, providing guidance and support.

Job Offer

- flex time (Core hours are 12:00 to 15:00)
- Work from home twice per week
- international environment: employees from Japan, Canada, Korea, Australia, New Zealand and more!
- flat, open organizational structure
- profit share bonus
- competitive base salary
- world renowned organization

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Henderson on +813 6627 6055

Required Skills

- Bachelor's degree or above.
 - Minimum of 5 years of experience in HR, preferably in a generalist role.
 - Good understanding of employment laws, payroll regulations, and HR best practices.
 - Excellent communication and interpersonal skills.
 - Ability to work independently and handle multiple tasks.
 - Business English; fluent Japanese.
 - Growth Mindset: Commitment to continuous learning and development, both personally and within the organization.
 - Adaptability: Ability to quickly adapt to changing business needs, industry trends, and organizational priorities.
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Company Description

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