



## HR Generalist

### Job Information

#### Hiring Company

DISCOVA

#### Job ID

1500661

#### Division

Peopleworks

#### Industry

Tourism

#### Company Type

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

#### Non-Japanese Ratio

About half Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

Negotiable, based on experience

#### Refreshed

November 20th, 2024 03:00

### General Requirements

#### Minimum Experience Level

Over 3 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

**Job title:** HR Generalist

**Reports directly to:** Discova HR Leader

#### POSITION PURPOSE

In conjunction with the Discova HR Leader, this role is accountable for the operational management and future direction of the HR discipline. The role will also act as the local teams HR advisor as outlined below, as well as HR expertise and guidance to the business leaders.

The HR Generalist will work closely with local General Manager, to play a critical role in the implementation of strategy and initiatives to attract the right talent, to promote and discipline a healthy and safe work environment, to maintain business administration and collaborate with payroll vendor and finance teams.

## **JOB SPECIFICATIONS**

### **Customer Service Experience**

- Accountability to proactively build relationships with key stakeholders.
- Provide HR advice and guidance, ensuring all leaders are educated on their options and the risks associated with each option.
- Generate and prepare documents for General Manager and employees related to their employment in a timely manner.
- Proactively educate leaders on company minimum standards and best practice HR and people management practices
- Ensure on-going education of employees on HR function, support systems, policies and procedures.
- Support the business with Recruitment activities, including the candidate cycle, Onboarding and Offboarding of staff.

### **Operational development**

- Expert advice to the business on topics such as Performance Management, Policies and Procedures, Employment conditions and wages, and other legislative requirements.
- Ensure correct data and alignment regarding employee movement for monthly payroll registration
- Conduct Exit Interviews with leavers
- Manage application and extensions of work permit and visas for expats
- Manage visa applications for business visits
- Filings of key HR documents e.g. probation, certificate, warnings, resignation
- Ensure the correct information of leave management system
- Ensure Health check ups are up to date for all employees
- Responsible for office admin tasks and cash management
- Regular personal development with external bodies to ensure awareness of legislative changes and HR industry trend
- Ensuring onboarding and offboarding procedures are followed.

### **Business Acumen**

- Assistance with key HR initiatives and projects as required
- Development of OBW systems and processes
- Salary banding, JD and KPI alignment
- Assist leader in collecting all data related to monthly reports
- Efficiently recruiting the right talent to join Discova at a minimum cost of advertising
- Administration of business registration, licenses and workplace health and safety. As applicable in your region
- Ensure Rules of Employment and any other legislation is up to date and communicated.
- Monthly time sheet checks and communication with finance in a timely manner.

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## **Required Skills**

### **ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

- Minimum 2 year experience
- Japan citizens with business level English is essential.
- HR degree/qualification and work experience in HR or related field is essential.
- Knowledge of generalist HR policy, procedures & practice in Japan.
- Knowledge of future trends in HR and ability to think strategically to create innovative future HR practices
- An understanding of the alignment of all HR practices with organisational strategy and business outcomes

### **SKILL AND ATTRIBUTES**

- Outstanding sales skills with strong customer care focus.
- Results Orientated.
- Excellent organizational skills with the ability to be flexible and implementing change when needed.
- Excellent communicator to a diverse range of people (customers, suppliers, team members, leaders).
- High attention to details.
- Able to work under pressure and juggle multiple tasks and able to work outside office hours when required.
- Solution focused and great at problem solving.
- Able to work independently and within a team assisting team members to help everyone achieve results.
- Flexible rotating roster that may include late nights, weekends and early mornings and flexible with uncertainties/changing priorities and under pressure.
- Willing to travel on business when required
- Personally aligned with Discova's company purpose and values
- Proficient with Microsoft Office applications and Discova's systems would be an advantage.

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## **Company Description**