



TA/HR Manager ; 人事・採用マネージャー

Job Information

Recruiter

SPOTTED K.K.

Hiring Company

Leading Chinese technology company, headquartered in Weifang, Sh

Job ID

1503496

Industry

Electronics, Semiconductor

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, Chiyoda-ku

Salary

6 million yen ~ 12 million yen

Refreshed

April 3rd, 2025 05:00

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

Other Language

Chinese (Mandarin) - Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

- Develop and execute effective recruitment strategies and processes to achieve hiring goals across multiple departments.
- Lead talent acquisition initiatives, including strategies for identifying, attracting, and selecting high-quality candidates.
- Implement talent development and retention programs to support career growth and reduce turnover.
- Establish strategies to build a strong talent pipeline, focusing on both immediate needs and long-term growth.
- Promote leadership development initiatives at all levels to foster skill enhancement and future leadership potential.

- Collaborate closely with hiring managers to understand department-specific needs and define clear job requirements.
 - Design and tailor targeted recruitment strategies to address the unique needs of each role and team.
 - Coordinate with department heads to identify key training requirements and implement tailored programs that support team and individual growth.
 - Monitor the effectiveness of onboarding and training processes through regular feedback and assessment, continuously improving based on insights.
- 各部門の採用目標を達成するため、効果的な採用戦略およびプロセスを開発・実行いたします。
 - 優秀な人材を発見し、魅力を伝え、選定するための戦略を含む、タレントアクイジションの主導を行います。
 - キャリア成長を支援し、離職率を低減するための人材育成および定着プログラムを実施いたします。
 - 即戦力と長期的な人材育成を視野に入れた、強固な人材パイプラインを構築するための戦略を確立いたします。
 - 各レベルでのスキル向上と将来のリーダーシップ育成を促進するため、リーダーシップ開発イニシアチブを推進します。
 - 部門ごとのニーズを理解し、明確な職務要件を定義するため、採用担当者と密接に連携します。
 - 各役職やチームの独自のニーズに応じた、ターゲットを絞った採用戦略を設計し、調整いたします。
 - 各部門の責任者と協力し、重要な研修要件を特定し、チームおよび個人の成長を支援するためのプログラムを導入します。
 - 定期的なフィードバックと評価を通じて、オンボーディングおよび研修プロセスの効果をモニタリングし、得られた洞察に基づき継続的に改善を図ります。
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Required Skills

Native Chinese; Business English, Business Japanese

Strong Experience in recruiting

Semi-conductor industry experience preferred

Company Description