



HR Manager

外資系リテールビジネス企業での募集です。HRBPのご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資系リテールビジネス企業

Job ID

1516908

Industry

Restaurant, Food Service

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 12 million yen

Work Hours

09:00 ~ 18:00

Holidays

【有給休暇】有給休暇は試用期間満了後から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土日祝日 G...

Refreshed

February 21st, 2025 07:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2218587】

You will:

- Act as the first contact for the People Team supporting both business leaders and employees.
- Provide appropriate advice and consultation to leaders in decision making and solving thorny employee issues and situations.
- Find and establish ways to make every aspect of the employee lifecycle a great employee experience from

onboarding to offboarding and everything in between

- Partner with functional leadership to set and implement talent acquisition strategies and talent sourcing programs to meet the business and operational needs of a complex organization
 - Lead full life cycle TA process from requisition posting through sourcing and offer acceptance
 - Conduct to the development of People programs and processes such as succession planning learning and development recognition programs etc.
 - Deliver appropriate coaching and developmental feedback to our leaders and team members
 - Ensure employee health and safety in the workplace (e.g. conduct stress check test health and safety committee meetings) and support mental health care in collaboration with industrial doctors.
 - Partner investigate and resolve employee relations matters and investigations including workplace conflicts or allegations of policy and/or legal violations; work to ensure issues are properly identified reported investigated and resolved
 - Advise and support employee on specific company policy and procedure questions
 - Maintain regulatory and compliance practices in areas of support
 - Collaborate with HQ counterparts and lead implementation as owner of several global HR projects.
 - Draft review and update Employee Relations and People (HR) related communications
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Required Skills

You have:

- 5+ years experience as an HR generalist or Business Partner ideally in consumer retail food/beverage and/or production facilities
 - Strong knowledge of labor/employment laws and practices Japan specific risk and HSE.
 - Broad familiarity with general HR disciplines and best practices (i.e. TA TD C B OD) and ability to apply practices with judgment to specific situations
 - Ability to communicate (reading writing and speaking) clearly and effectively in English and Japanese
 - Specific experience with employee relations and navigating difficult situations and conversations
 - Superb judgment
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Company Description

ご紹介時にご案内いたします