



【日本語・英語必須】HR Senior Manager @グリーンエネルギー発電会社

募集職種

人材紹介会社

エンワールド・ジャパン株式会社

求人ID

1490055

業種

電力・ガス・水道

会社の種類

中小企業 (従業員300名以下) - 外資系企業

雇用形態

契約

勤務地

東京都 23区

給与

800万円 ~ 1000万円

勤務時間

月曜～金曜09:00-18:00

更新日

2024年08月11日 09:31

応募必要条件

職務経験

10年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

Company: Invenergy Services Japan G.K.

Position: HR manager (Fixed contract)

Working hour: 09:00~18:00

Location: Akasaka

solve the energy challenges facing our customers and communities. We provide power generation and storage solutions at scale around the world to create a cleaner energy future. We develop. We build. We own. We operate. We are Invenergy.

Job Description

About the position

We are seeking a self-motivated Senior HR Manager who wants to be part of a growing, fast-paced company. Based in Invenergy's Tokyo office, the Senior HR Manager will collaborate with our HR team in Chicago, USA to support our local employees within various areas of HR such as recruitment, performance management, policy development, employment law compliance and employee relations.

Responsibilities:

Performance Management:

- Provide support in areas of performance management, compensation and benefits
- Partner with Chicago HR team to develop and administer the performance management process
- Provide oversight and maintain records related to grievances and disciplinary actions
- Escalate staff grievances and internal complaints to HR Management team

Compliance:

- Ensure relevant standards, processes and regulations are upheld in accordance with company policy, as well as state, federal and international laws
- Maintain the employee work rules and recommend new approaches, policies and procedures.
- Monitor local policies and procedures to ensure consistency and fairness among employees
- Advise management and employees on Japanese labor law

Employee and Labor Relations:

- Act as the main point of contact on all employee matters for the Japan locations.
- Manage the offboarding process including exit interviews, paperwork, system deactivation, final pay processing, equipment collection, etc.
- Respond to and resolve employee inquiries in a timely and professional manner
- Manage employment contracts and coordinate documentation related to employment status changes; provide guidance on employment status changes and contract amendments

Recruitment and Selection:

- Lead recruitment efforts for positions in Japan and elsewhere in the region as needed
- Lead talent branding efforts and develop employer value proposition (EVP) to attract candidates
- Manage recruitment sourcing channels (i.e. job boards)
- Create job descriptions, screen and interview candidates for position and company fit, coordinate interviews and other recruitment activities
- Evaluate, recommend and manage 3rd party recruitment outsourcing vendors as needed
- Support, coordinate and facilitate onboarding

スキル・資格

Required Qualifications:

- Bachelor's Degree in Human Resources or related field
- 10+ years of experience in the HR field
- English and Japanese fluency, both written and verbal
- Experience supporting employees and understanding of the employment context in Japan
- Desire and ability to lead HR efforts and initiatives within a growing, fast-paced organization
- Coaching, Facilitation and Conflict Management skills
- Legally authorized to work in Japan
- Ability to travel domestically and internationally up to 15%
- Preferred Qualifications:
- Master's degree in Human Resources, Japan HR Society (JHRS) Certification, or other advanced HR education/certification
- Experience working for a multinational company
- Knowledge of Japanese Labor Law, HR compliance and legal issues
- Knowledge of the Japanese talent market

会社説明