

## Job Detail

Senior Level

Position Title	Senior TA & HR Generalist
Company Name	Mintel Japan Inc.
Activated / Updated	2024-04-03 / 2024-04-12
Job Type	General Affairs/HR/Legal - HR (Recruiting) General Affairs/HR/Legal - HR ( Institution-building ) Planning/Marketing/PR - Planning/Marketing
Industry	Market Research/Research Institute
Location	Asia Japan Tokyo
Job Description	<p>The Senior TA &amp; HR Generalist will be based in Mintel's Tokyo office and responsible for recruitment and selection to meet the staffing initiatives and special projects. You will serve as the first point of contact for employees, line managers, and the regional Human Resources team for all people-related requests. This is a "hands-on" position that requires interaction and visibility with all levels of the organization. A wide degree of creativity, near and long-term recruiting vision, business understanding, and personal organization is required. The successful candidate is expected to have 5 years of HR-related experience.</p> <p><b>What You Will Be Doing</b></p> <p><b>Talent Acquisition:</b></p> <ul style="list-style-type: none"> <li>●Provide Exceptional Client Service: Work collaboratively with our Hiring Managers throughout the business to understand their challenges, needs, and objectives within recruitment. You should also be focused on giving the candidate strong client service and providing complete, accurate, and inspiring information about Mintel and the position.</li> <li>●Hire and Recruit for Quality Candidates: While we certainly look to achieve certain targets on vacancies, we focus first and foremost on the candidate being the right fit for the role. This means having a transparent dialogue with candidates on what they have done in their careers and what they are looking for to make sure it is a fit on both ends. You will also act as the first point of contact for new employees onboarding and represent Mintel accordingly.</li> <li>●Leverage Data: Using our online recruiting resources and our ATS, Greenhouse, you will present consistent data to our leadership to understand patterns and trends along with areas we can improve our recruitment process.</li> <li>●Review Credentials: Review resumes and candidate profiles to assess for appropriateness of skills, experience, and knowledge in relation to position requirements.</li> <li>●Build a Pipeline: Consistently assess candidates across the board to understand their fit for current and potential opportunities that could be coming up. You should strive to have a deep understanding of all of our business units and how different hard and soft skills translate and be skilled in nurturing sustainable candidate pools to draw out quality talent.</li> <li>●Manage the Logistics: Using Greenhouse, you will manage all scheduling and logistics of all interviews between candidates and hiring managers including sending assessments. You will also be responsible for managing the extension and close process of all offers on your open requisitions.</li> <li>●Maintain Continuous Dialogue: You are expected to organize, lead and document post-interview debrief/feedback with interview teams and candidates to ensure the process is running smoothly.</li> <li>●Stay Informed on Trends: You should constantly seek out innovative recruiting techniques in order to be competitive in state-of-the-art recruiting practices.</li> </ul> <p><b>HR Operations:</b></p> <ul style="list-style-type: none"> <li>●On-boarding and Off-boarding: Facilitate smooth on-boarding and off-boarding process, coordinating with cross-functional team to deliver an exceptional first-day experience. Handle all HR tasks such as new hire induction and exit interviews.</li> </ul>

	<ul style="list-style-type: none"> <li>●HR Support: Provide daily HR support to employees, performance management process, and tracking employee milestones. Provide monthly payroll changes to the regional payroll team. Maintain employee data and manage employee benefits (e.g. leave records etc.).</li> <li>●HR Advisory: Provide HR advisory service to employees in relation to leave, medical, grievance matters, and all other employee relations matters.</li> <li>●HR Communication: Assist in the communication and upkeep of the employee handbook. Drafting HR communication for HR-related updates to the employees in Japan.</li> <li>●Conducting Audits: Auditing all new hires' and leavers' documents (onboarding forms, employment letters, etc.). Ensure employee files are in order.</li> <li>● Administration Support: Provide daily office/admin management to the Tokyo office.</li> <li>● Office Activities: Plan and organize office activities and events for the Tokyo office.</li> </ul>
Company Info	<p>Mintel is an independent award-winning provider of world-leading market intelligence, delivering robust information, analysis, and critical recommendations. Mintel's trusted portfolio of proprietary industry solutions and products has been supporting high-profile clients in key sectors such as FMCG, financial services, media, retail, leisure, and education for 50 years.</p> <p>With an expanding global presence, our worldwide office locations include London, Chicago, New York, Shanghai, Tokyo and Sydney, and more.</p>
Working Hours	9:00-18:00 Flex time
Qualifications	<p>Who We Are Looking For</p> <ul style="list-style-type: none"> <li>●Knowledgeable in Talent Acquisition: You have 4 years of progressive talent acquisition experience with LinkedIn recruiter skills</li> <li>●Knowledgeable in daily HR operations, good knowledge of local labor laws is also a plus.</li> <li>●People Smart: You are able to easily adapt to different personalities and levels within an organization and love working with people to solve their problems and answer their questions.</li> <li>●People-focused: You are passionate about not only bringing the right people into Mintel but are also driven to see them have a seamless and positive candidate experience throughout the interview process.</li> <li>●You are committed to building a diverse and equitable environment at Mintel.</li> <li>●A Trustworthy Partner: You are reliable with a high level of integrity as you will be working with confidential matters on a continuous basis.</li> <li>●A Collaborator: You bring an energy to the table that encourages and develops internal relationships. You seek out opportunities to collaborate with peers in your department and across the organization to ultimately elevate our employee's experience.</li> <li>●Self-directed: You take initiative to solve problems and uncover opportunities, and you are eager to take ownership and accountability for the success of your role.</li> <li>●Great communicator: You have extremely polished verbal and written communication skills in English and Japanese, and can adapt your communication style to suit each conversation.</li> </ul>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 5000K - JPY 7000K
Salary Description	<p>Social Insurance  Commuting/ Transportation Allowance  MVP Award  Long Service Award  Referral Program  Blended (office/home) approach to work  Membership in Employee Resource Groups (Mintel Diversity, Mintel Wellness and Mintel Gives)  Mental health and wellbeing support via Modern Health App and Employee Assistance Programme</p>
Holiday Description	<p>Five-Day Workweek (off on weekends and national holidays)  Winter Holidays (December 29 - January 3)  Paid Holidays (1st year - 15days)  Congratulatory or Condolence Leave  Child-care Leave  Sick Leave (5days per year)</p>

	Birthday Leave (1day per year) Marriage Leave (3days) Volunteer Leave (2days per year)
Job Contract Period	Full time employee - Non fixed term contract probation period - 6months
Nearest Station	<ul style="list-style-type: none"> <li>●Tokyo Station 1 minute walk from each JR line (Marunouchi South Exit) *Direct connection from underground South Exit Directly connected to the Tokyo Metro Marunouchi Line</li> <li>● Nijubashimae Station Directly connected to the Tokyo Metro Chiyoda Line</li> </ul>

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