

Job Detail

Manager Level

Position Title	Human Resources Business Partner
Company Name	Thales
Activated / Updated	2024-04-15 / 2024-04-16
Job Type	General Affairs/HR/Legal - HR (Recruiting) General Affairs/HR/Legal - HR/Personnel Labor (Payroll/Benefits) General Affairs/HR/Legal - HR (Institution-building)
Industry	IT Consulting
Location	Asia Japan Tokyo
Job Description	<p>Key responsibilities include, but not limited to;</p> <p>Manage the recruitment process to on-boarding. Implement global HR processes in Japan including annual pay reviews, employee surveys and other processes defined by corporate. Manage the implementation of annual talent reviews with business leaders/managers to identify and develop talent in the organization Handle all types of employee relation issues, counselling & grievance with employees/managers Develop and rolling out changes to local policies, practices and benefits Organise employee activities to engage and promote team bonding. Manage all HR operations, working with Shared Service Team who will update the employee database, Prepare and analyze HR data for reporting Maintain individual employee files to be in compliance in the laws and regulations. Provide data for payroll processing to Shared Service Team and local payroll vender, as well as benefit providers. Consult with local leaders/managers to provide HR support and advice on all people and organization related matters Other activities as appointed by the manager of this position.</p>
Company Info	<p>In fast changing markets, customers worldwide rely on Thales. Thales is a business where brilliant people from all over the world come together to share ideas and inspire each other. In aerospace, transportation, defence, security and space, our architects design innovative solutions that make our tomorrow's possible.</p> <p>Thales Japan has been present in Japan for more than 40 years and has been responsible for expanding our business as well as supporting the local users. Thales objectives are to be an active and recognised partner for the development of infrastructure in Japan and to cooperate with Japanese companies in the export market for defence, transportation, aerospace, space and security.</p>
Qualifications	<p>Requirements:</p> <p>Bachelors degree in any discipline At least 10 years of work experience, and more than 7 years of work experience in HR Generalist or HRBP role Knowledge of local labor laws and regulation Work experiences in a multinational / foreign-based company Require native level Japanese and business level English fluency</p> <p>Preferred Qualifications:</p> <p>Proficiency in Excel, Word and PowerPoint; experience in Workday is preferred</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	Depends on experience
Job Contract Period	Hiring full-time postion

Nearest Station	Minato-ku, Tokyo, 107-0052
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