

## Job Detail

Staff Level

Position Title	Employee Relations Specialist - Software
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-04-18 / 2024-04-18
Job Type	General Affairs/HR/Legal - HR ( Institution-building )
Industry	Telecommunications/Information Services
Location	Asia Japan Tokyo
Job Description	<p>As an Employee Relations Specialist you will be in charge of creating, evaluating and updating policies, processes and systems for all ER related issues for Japan and Korea.</p> <p>Description</p> <ul style="list-style-type: none"><li>* Serve as the primary point of contact for employee relations matters, including but not limited to conflict resolution, performance management, and disciplinary actions.</li><li>* Conduct investigations into employee complaints or concerns, ensuring fair and timely resolution in accordance with company policies and applicable laws.</li><li>* Provide guidance and support to managers and employees on HR policies, procedures, and best practices.</li><li>* Collaborate with cross-functional teams to develop and implement employee engagement initiatives, programs, and policies.</li><li>* Conduct training sessions on topics such as conflict resolution, diversity and inclusion, and effective communication.</li><li>* Keep abreast of relevant employment laws and regulations to ensure compliance and mitigate risk.</li></ul> <p>Profile</p> <ul style="list-style-type: none"><li>* Bachelor's degree</li><li>* Fluency in Japanese and English (written and verbal)</li><li>* At least 3 years of experience in Employee Relations or HR generalist role, preferably in a multinational company in Japan</li><li>* Deep understanding of Japanese labor laws and regulations.</li><li>* Strong interpersonal and communication skills, with the ability to build rapport and trust at all levels of the organization.</li><li>* Proven ability to handle sensitive and confidential information with discretion and professionalism.</li><li>* Excellent problem-solving and conflict resolution skills.</li></ul> <p>Job Offer</p> <ul style="list-style-type: none"><li>* Competitive salary commensurate with experience.</li><li>* Comprehensive benefits package, including health insurance</li><li>* Opportunities for professional development and career advancement.</li></ul> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Mika Lumayag on +813 6627 6059</p>
Company Info	The client is a leading software related company with a diverse portfolio and offices in key cities all over the globe.
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)

Salary	JPY - Japanese Yen JPY 9000K - JPY 14000K
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