

## 求人情報

マネージャーレベル

ポジション名	タレントアクイジション マネージャー
企業名	シービーアールイー株式会社
掲載開始・更新	2021-10-11 / 2021-10-15
職 種	総務/人事 - 人事(採用)
業 種	住宅・不動産・施設関連
勤務地	アジア 日本
仕事内容	<p>Role Overview:</p> <p>The purpose of this role is to provide team leadership to the Japan Global Workplace Solutions (GWS) Talent Acquisition (TA) team, undertake general operations management relating to the TA function within Japan, be involved in both strategic and operational project work, and partner with the business including 360-degree recruitment across the global Workplace Solutions business and some Executive recruitment.</p> <p>KeyResponsibilities:</p> <ul style="list-style-type: none"> <li>• Lead, develop and coach the Talent Acquisition Partners and provide guidance to the remotely located Shared Services Support team.</li> <li>• Partner with the Japan People Director to develop the Talent Acquisition strategy for the JapanGWS business, linking it to the overall business strategy.</li> <li>• Ensures understanding of the business and is aligned with the business leaders to drive solutions to meet business growth potential.</li> <li>• Develops and implements appropriate, best practice recruiting/sourcing strategies, quality standards, and processes to support hiring and business needs.</li> <li>• Partners with the key sponsors of the recruitment and retention program ensuring the framework are maintained and reporting dashboards are delivered monthly.</li> <li>• Works with the Japan Country People Director, People Partners, and MarComms to ensure the EVP is established, communicated, and leveraged both internally and externally to attract the best talent.</li> <li>• Undertake general operations management including management of the Employee ReferralProgram, Recruitment Agency Preferred Supplier Agreements, relationships with external providers, compliance requirements, etc.</li> <li>• SME for all recruitment-related enquiries and escalations across Japan.</li> <li>• 360degree recruitment including taking job briefs, developing sourcing strategies and posting job advertisements, undertaking internal/external searches (database, Indeed, LinkedIn, Manager Network, etc), telephone screening, shortlisting, interview organization, face to face interviewing when required, reference checking and managing the offer process.</li> <li>• Oversee intern/graduate hiring in line with JapanGWS Business plan; arranging &amp; leading career fairs, road-show into targeted schools, promotion of CBRE &amp; GWS business, and other related activities</li> <li>• Engage with a wide variety of stakeholders at all levels across the business and train/coach/support Hiring Managers to ensure best practice recruitment and solid hiring decisions.</li> <li>• ReviewTalent Acquisition reports and metrics to look for trends and insights to feedback to the Japan People team and GWS Business Line Leaders.</li> <li>• Project work – maintenance of current projects and initiation of new requirements to progress the TA function and deliver to an ever-changing business landscape.</li> <li>• May perform other responsibilities as assigned.</li> </ul> <p>Supervisory Responsibilities:</p> <ul style="list-style-type: none"> <li>• Responsible for identifying training needs, tracking performance, coaching, and motivating direct reports.</li> <li>• Responsible for hiring, terminating, compensation, and performance evaluation of direct reports.</li> </ul>
企業について(社風など)	<p>【アピールポイント】</p> <ul style="list-style-type: none"> <li>・CBREは「えるぼし」認定された女性が活躍する企業です 就業していただくクライアント様のオフィスの・研究施設などを社員の方が安全で効率よくお仕事していただく環境を造りをサポートする、「縁の下力持ち」の役割を担っていただきます。</li> <li>・外資系と日系が融合した社風 CBREグループと大阪の生駒商事の資本提携により誕生した当社。 日系企業のカルチャーもしっかり受け継いでいるため、 外資系、日系双方のメリットを享受できる環境です。</li> <li>・有給消化を会社全体で推奨中 昨年度は有給取得率50%の目標を設定し、大多数の社員が目標を達成！ しっかりお休みを取ることができるので、無理なく活躍する事ができます。</li> </ul> <p>【受動喫煙防止のための措置】 屋内原則禁煙 ※勤務先に準ずる</p>
勤務時間	9:00-17:30

応募条件	<ul style="list-style-type: none"> <li>• Bachelor's degree (BA/BS) in a related field preferred or equivalent work experience.</li> <li>• Extensive experience as a Senior Recruiter working either in-house or in an Agency (Real estate or property recruitment is highly regarded)</li> <li>• Advanced communication skills</li> <li>• Have knowledge of local labor laws related to hiring</li> <li>• Ability to build key relationships and manage senior stakeholders and influence decision-makers.</li> <li>• Previous experience using creative and innovative sourcing techniques to identify talent in candidate short and challenging functions</li> <li>• Demonstrates and delivers best practice recruitment expertise</li> <li>• Excellent networking and strong interpersonal skills to communicate with all client groups</li> </ul> <p>Solutions focused, team player, organized and efficient</p> <ul style="list-style-type: none"> <li>• Experience working in multi-national environments for large globally based organizations with complex matrix reporting structures.</li> <li>• A good working knowledge of recruitment databases, sourcing tools such as google x-ray, Boolean searching working knowledge of PeopleSoft (ideal), recruitment databases (Taleo &amp; Avature), and Microsoft Office (including excel functions</li> <li>• Excellent communication and skilled in making headhunting approaches.</li> </ul> <p>*Please attach your resume or send your resume when you apply.</p>
英語能力	流暢 (TOEIC 865点以上)
日本語能力	流暢 (日本語能力試験1級又はN1)
年 収	日本・円 800万円 ~ 1000万円 (月収：日本・円 66.6667万円 ~ 83.3333万円)
給与に関する説明	<ul style="list-style-type: none"> <li>•給与の見直し年1回 (毎年4月)</li> <li>•交通費支給 (会社規定に基づく)</li> <li>•退職金制度 (退職金一時制度・確定拠出年金制度)</li> <li>•社会保険完備</li> <li>•リロクラブ</li> <li>•各種研修等</li> </ul>
休 日	完全週休2日制 (土・日・祝祭日) 有給休暇
契約期間	正社員雇用
最寄り駅	各線東京駅から徒歩10分