

求人情報

スタッフレベル

ポジション名	Employee Relations Specialist - Software
この求人情報の取扱い会社	マイケル・ページ・インターナショナル・ジャパン株式会社/Michael Page International Japan K.K.
企業名	会社名非公開
掲載開始・更新	2024-04-18 / 2024-04-18
職種	総務/人事 - 人事(制度構築)
業種	通信・情報サービス関連
勤務地	アジア 日本 東京都
仕事内容	<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">* Serve as the primary point of contact for employee relations matters, including but not limited to conflict resolution, performance management, and disciplinary actions.* Conduct investigations into employee complaints or concerns, ensuring fair and timely resolution in accordance with company policies and applicable laws.* Provide guidance and support to managers and employees on HR policies, procedures, and best practices.* Collaborate with cross-functional teams to develop and implement employee engagement initiatives, programs, and policies.* Conduct training sessions on topics such as conflict resolution, diversity and inclusion, and effective communication.* Keep abreast of relevant employment laws and regulations to ensure compliance and mitigate risk. <p>Profile</p> <ul style="list-style-type: none">* Bachelor's degree* Fluency in Japanese and English (written and verbal)* At least 3 years of experience in Employee Relations or HR generalist role, preferably in a multinational company in Japan* Deep understanding of Japanese labor laws and regulations.* Strong interpersonal and communication skills, with the ability to build rapport and trust at all levels of the organization.* Proven ability to handle sensitive and confidential information with discretion and professionalism.* Excellent problem-solving and conflict resolution skills. <p>Job Offer</p> <ul style="list-style-type: none">* Competitive salary commensurate with experience.* Comprehensive benefits package, including health insurance* Opportunities for professional development and career advancement. <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>
企業について(社風など)	The client is a leading software related company with a diverse portfolio and offices in key cities all over the globe.
英語能力	ビジネス会話 (TOEIC 735-860)
日本語能力	流暢 (日本語能力試験1級又はN1)
年収	日本・円 900万円 ~ 1400万円