

Job Title: Head of HR Operations Japan (Confidential)

A career at our company is an ongoing journey of discovery: our 50,000 people are shaping how the world lives, works and plays through next generation advancements in healthcare, life science and performance materials. For 350 years and across the world we have passionately pursued our curiosity to find novel and vibrant ways of enhancing the lives of others.

OVERALL PURPOSE:

HR Manager for HR Services is a critical role that is set with the aim to design/maintain the HR operation service scope, working processes, local policies within the organizations in Japan market.

With all the HR operation Foundation ready in place, it provides HRBP team a solid platform and system with Data, local policies, guidance that are aligned with Japan government requirement to make sure 100% compliance, in the meantime, internally, to support and assist Japan COE teams on all the operational and administrative service.

Work with MBS HR regional/global center to make sure quality service delivery to local customers.

KEY RESPONSIBILITIES:

Lead Japan HR Operation team to support all legal entities in Japan, cooperate with retained HR organization (Center of Expertise and HR Business Partners) to design policies and systems, and handle routine HR tasks on Payroll and Benefit Administration, Workforce Administration, HR Information Management, and other projects per requests. Support and engaged into MBS HR transformation journey by following up the targeted roadmap and ensure smooth transition between regional center and country.

HR Operation System

- Design and implement all aspects of HR Operation Processes & policies in Japan.
- As the leader of HR Operation, engaged in all HR key tasks and decision making in Japan as one of the Japan HR Core Team members.
- As the representative of Japan HR Operation, engaged in global HR Operation projects and discussion.
- Set up HR Operation mechanism to support and assist other HR Pillars on operational management ranging from Recruitment, Total Rewards, Talent Development and learning and engagement.

Compensation and Benefit:

- Proactively support and involve in the annual people cost budgeting.
- Deliver and monitor routine payroll and relevant works for all legal entities.
- Monitor benefit delivery and relevant works. • Cooperate with COE Reward Team to design/update benefit system.

Workforce Administration:

- Design and update people changing relevant procedures for local and expat employee: onboard, off-board, transfer/rotation/relocation/assignment and monitor relevant works.
- As the HR representative of all Merck legal entities of Japan, initiate and deliver internal and external audit.

HR Information Management

- Build up and maintain HR information management system.
- Update HR information system to make sure 100% accuracy.

Employee Relationship

- Handle employees' disputes and arbitration.
- Work with labor union as the representative HR.

DIMENSIONS:

- Directly reports to regional Head of HR Operations in Manila
- Leading 6~7 specialists in the team including 3 direct reports

PERSONALITY ATTRIBUTES:

- Strong sense of responsibility
- Mature, positive thinking and attitude
- Teamwork spirit.
- Open minded with global view and strategic thinking style

PROFESSIONAL ATTRIBUTES:

- Bachelor or master's degree, MBA or major in human resource field is preferred.
- Capable of using English as normal working language
- +5 years working experience in human resource administrative management including payroll, compensation & benefit and employee relationship.

- Familiar with HR daily operation process and capability to build up HR operation system and platform.
- +3 years of experience in a highly matrix and dynamic organization.
- General knowledge of Japan employment laws and practices.
- Result-orientation, program/process management skills.
- Customer orientated, a good team player who can work with other Japan HR pillars to deliver the result that is required for an effective HR Management
- . • Excellent interpersonal and communication skill.
- Strong Data analysis skill and good presentation skill
- . • Good command of oral and written English and Japanese communication skill
- . • Global/regional project experience is preferred.

What we offer:

At our company, there are always opportunities to break new ground. We empower you to fulfil your ambitions, and our diverse businesses offer various career moves to seek new horizons. We trust you with responsibility early on and support you to draw your own career map that is responsive to your aspirations and priorities in life. Join us and bring your curiosity to life!

The company provide competitive salary package and tremendous career opportunity for the right candidate.

For Application and inquiries about this search, please contact:

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