



一般財団法人 日欧産業協力センター
EU-Japan Centre for Industrial Cooperation

Recruitment announcement:
Communication and HR Manager

The EU-Japan Centre for Industrial Cooperation (hereinafter, the “Centre”) is recruiting a Communication and HR Manager in Tokyo, Japan (refer to the job description, responsibilities and task description below).

Interested candidates are required to have at least 3 years of relevant working experience and submit an application, latest by **17h30 on Tuesday 7 May 2024** by sending CV/ resume with letter of motivation in English + photo to applications@eu-japan.or.jp or by post to EU-Japan Centre for Industrial Cooperation, Shirokane-Takanawa Station Bldg. 4F, 1-27-6 Shirokane, Minato-ku, 〒108-0072, Japan.

Job Description

The Communication and HR Manager will be responsible for crafting and executing effective communication strategies both internally and externally, focusing on EU-side activities. She or he will be responsible for overseeing all aspects of human resources practices and processes, focusing on the EU side of the EU-Japan Centre. The Communication and HR Manager will report directly to the EU-side Managing Director.

Responsibilities

Communication

- Develop and implement a strategic internal and external communication plan
- Oversee all corporate communication channels and serve as a community manager
- Collaborate with all staff across both offices (Brussels and Tokyo) to ensure messaging consistency and effectiveness
- Assist the Managing director in Handling disaster management and emergency communications
- Create and manage the company's content editorial calendar

Human resources

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process on the EU-side of the EU-Japan Centre
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Support managers to Nurture a positive working environment
- Oversee and manage a performance appraisal system
- Maintain pay plan and benefits program

Qualifications

- Bachelor/Master's degree in Communications, Human resources, Journalism, Public Relations or related field or similar by experience
- Proven experience as a communications manager and/or as HR manager

- Strong written and verbal communication skills in English and Japanese. At least N2 in JLPT
- Proven working experience as HR manager or other HR executive
- People oriented and results driven
- Demonstrable experience with HR metrics
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- Ability to work well in a fast-paced, dynamic environment

Other requirements

*Very good knowledge of business Japanese and English languages (spoken and ideally written).

*Based in Tokyo, full-time.

*Has been trained for basic Japanese etiquette, understands business practices of both Japanese and foreign companies, and is very comfortable working a multicultural workplace.

*Can work fast, in small teams and pays attention to details.

*Can deal effectively and positively with last-minute changing priorities with a positive work attitude.

*Is proficient with desktop publication software (proficient with EXCEL and POWERPOINT), and can update webpages using Content Management Systems (CMS); can update client logs in CRM software such as Salesforce.

*Is an active listener to understand Japanese and foreign clients' business and needs in the context of Japan, and can clearly communicate about the service level in a diplomatic and professional manner.

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