

HUMAN RESOURCE MANAGER - JOB DESCRIPTION

About Shift Energy Japan, KK (SEJ)

SEJ's mission is to shape the future of the energy industry in Japan, with a main focus on post Feed-in-Tariff and self-consumption solar. We are a dynamic team that pulls from all areas of expertise across business, arts and sciences. Our company nurtures deep relationships across all aspects of the solar sector in Japan.

SEJ creates value for: Energy end customers, channel partners (installers of solar), financiers, suppliers of solar systems and solar development teams.

Our primary focus is relationships. Our company succeeds based on how we maintain, nurture and cultivate our relationships both internally and externally. Our teammates and our company are Passionate, Relationship focused, Innovative, Committed, Edgy, United and Professional.

Overview

We are looking for energetic, intellectual, curious and ambitious people to join our team as in the role of Human Resource Manager to develop and administer, procedures, guidelines and policies to help align the workforce with the strategic goals of the company. If you are looking to make an impact, are passionate about energy, have extensive quantitative skills and strong communication capabilities, we would love to talk to you! The primary focus for this position is to manage and develop the overall provisions of the organization's HR strategies and employee relations.

Main responsibilities

HR Development

- Manage the organization's workforce by establishing a recruiting, reviewing and selecting process
- Manage on-boarding and off-boarding requirements
- Maintain the work structure by updating job requirements and job descriptions for all employees
- Design and conduct training programs to archive professional performance results

Team Development

- Ensure the efficient productivity of the office
- Establish positive team atmosphere through leadership and employee development

HR Risk Management

- Maintain Employee Hand book by updating human resource policies and procedures
- Coordinate with Legal staff to ensure legal compliance by implementing Federal requirements
- Implement effective performance review system
- Manage Visa for non-Japanese employees

Benefit & Reporting

- Manage compensation and benefit administrations
- Manage efficient filing system to maintain organized human resource records
- Coordinate with Accounting staff to manage End of year Tax adjustment

- Guide smooth communication procedures between HR and employees (e.g. requesting time-off, updating personal information, etc.)

Key skills

- Proven Human Resource experience in global working environment
- Positive and creative energy to develop HR systems supporting the company as a team
- Internal and external communications dealing with enrolling people into new ideas, processes or ways of doing business
- Problem solving ability and being able to develop solutions that improve results
- Demonstrated history of having to communicate verbal across functions, cultures and languages
- Experience facing adversity and being able to overcome
- Experience with Google Suite, project or process management tools, MS Office with a focus on PowerPoint and Excel
- Strong English skill (spoken and written)
- Legal knowledge (contracting writing preferred)
- Strong organizational skills

Opportunities for a successful candidate

- Based in Japan, experience an enjoyable, dynamic, global working environment with teammates from different backgrounds, and overcome challenges that are not common
- Build relationships that create value for multiple parties simultaneously
- Learn about electricity, power and energy: Essentials for our life. With this knowledge you can become an expert on energy in Japan
- Experience the importance of communication across personality types, cultures, different levels of languages, different job roles and different types of companies while leaving the importance of setting goals for most interactions and tailoring messages to achieve goals
- Embrace being wrong FAST and its value in your life
- Experience being on an exponential learning curve which will grow your skills, capabilities and experience on a personal and professional level in ways you never imagined
- Work closely with teammates and experienced managers in this industry
- Learn how to prioritize tasks and your time

Compensation structure

- Competitive with market
- Based on experience
- Aligned with performance