

ORGANISATION

DEPARTMENT:	Human Resources
MANAGER:	Head of Human Resources
DIRECT REPORTS:	None

RESPONSIBILITY

SCOPE:	National
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KEY CONTACTS

INTERNAL:	Local HR Team, People Managers, Employees, HQ HR (where relevant), AHRISM
EXTERNAL:	Partner agencies & suppliers (incl. recruitment, payroll, training etc.), media/social media partners, candidates, relevant partnership organizations)

PURPOSE OF THE JOB

Pro-actively work with the Head of Human Resources and Senior HR Business Partner across all areas of HR to ensure efficient and effective administrative HR support including relevant systems (SAP – to be implemented). Advise employees and managers on Red Bull and RB Omiya HR guidelines and processes including contracts, policies and standards, recruitment, training and employment legislation.

KEY RESPONSIBILITIES

1. Advice and Administration:

- Provide advice and respond to queries in a timely manner on all HR related topics.
- Manage all employee HR administration (including starters and leavers, onboarding, employment contracts, terminations and references).
- Closely work together with other functions e.g., Finance & Operations
- Understand and assist where required on the performance management and disciplinary process.
- Support the HR Manager and HR Business Partner on all areas of training and recruitment administration e.g., set up interviews.
- Update relevant HR policies, guidelines, contracts and the local HR Hub page when required.
- Manage benefits administration and all benefits related queries
- Deal with all HR team invoices to ensure that all bills are paid in an accurate and timely manner.
- Pro-actively identify issues and opportunities to the HR Manager and wider business to continue and improve employee engagement and deliver business goals.
- Keep all matters related to HR and employees confidential including following data privacy requirements.

2. Systems and Processes:

- Own and act as the key user for SAP HR and other HR systems including input, maintenance and 100% data accuracy.
- Ensure all data and reporting is updated and communicated within the timeframes required to the relevant stakeholders (including organization charts, training management, code of conduct, etc.)
- Work closely with the external payroll provider to ensure all payroll requirements are met on time and accurately.
- Support the annual salary review process by providing input and reporting.

3. Employee Relations:

- Keep up to date on employment legislation including leave, awards, dismissal, and manage compliance to the relevant frameworks.
- Ensure that HR policies are communicated in a timely manner and recorded compliantly.
- Ensure the proper legal advice is obtained to ensure all local legal requirements are being applied in HR related documents (contracts, letters, insurances, etc.) and procedures (administrative communication with official organizations, social security, data privacy etc.)

EDUCATION AND QUALIFICATIONS

Bachelor's degree or equivalent

EXPERIENCE, KNOWLEDGE & SKILLS:

- 5+ years of previous experience in HR or relevant administrative role.
- HR systems knowledge (SAP HR, ATS, and other)
- Basic knowledge on payroll operations and Japan Labor Law is a plus.
- Attention to details and accuracy
- Excellent organizational skills including ability to meet short deadlines.
- Ability to focus on many tasks and requests.
- Build effective relationships across the business with managers and employees.
- Ability to use judgment, initiative, and common sense to solve problems and find solutions.
- Ability to use deal with sensitive and confidential information in a discreet and professional manner.
- Comfortable with numerical data (intermediate level Excel including pivot table)

LANGUAGE REQUIREMENTS:

Native level Japanese is a must

Business level English (written and spoken) is required

TRAVEL (% OF TOTAL TIME):

10%