

JOB OPENING

Area HR Manager

Human Resources Department, Asia North Area



Your Talents,
His Work

*Find your fit within
Church Employment*

Responsibilities:

- Leads HR in implementation of business needs. Develops objectives for self and others.
- Sets philosophy and defines direction with management and direct reports.
- Applies people management skills and helps others improve upon and gain new talents.
- Regularly involved in solving problems of complex nature.
- Leads in delivering HR core processes and tools such as performance management, succession planning, recruiting process, employee relations, legal requirements, compensation issues, etc.
- Liaison to executive leadership for HR related processes. Leads multi-functional projects/teams.
- Knowledgeable of external HR best practices & trends. Sought out by peers as expert in key areas.
- Understanding of the organization's business, drivers, and objectives.
- Recommends HR strategies that help the organization meet business plan objectives.
- Facilitates complex change management in connection with organization and HR initiatives.
- Effective in counseling together with peers, leaders, and direct reports.
- Accepts/provides candid feedback. Envisions what the future looks like and can articulate it.

Qualifications:

- Master's degree and 8 years related experience, or Bachelor's degree and 10 years related experience.
- Experience managing professionals.
- Successful experience partnering with the top management to deliver key results.
- Experience managing organization-wide projects.
- Extensive change management.
- Known as an HR expert inside/outside the organization by actively networking with other experts, etc.
- Has well developed leadership qualities.
- Excellent communication skill both speaking and writing in English

Job Information:

- Job type: Full-time
- Location: Tokyo, Japan
- Salary: Negotiable, based on experience
- Deadline: July 10, 2022 (candidates may be interviewed or hired prior to the deadline)
- Starting date: August 1, 2022 (Negotiable)

How to apply:

- Please submit your resume from: <https://careerssearch.churchofjesuschrist.org/Public/Search.aspx>
- Your personal information will be used for the Church's selection process.
- If you have questions, please contact Yuki Kitahara (yuki.kitahara@ChurchofJesusChrist.org)



How to Apply

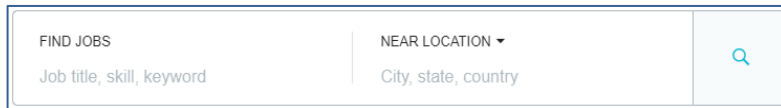
1. Prepare your Church Account

- In order to obtain a Church Account free of charge, please access account.churchofjesuschrist.org, and click “Register for a Church Account.” You will be required to enter your membership record number (which can be obtained from your ward clerk) and birth date.

2. Access the Church Employment Webpage

- <https://careersearch.churchofjesuschrist.org/Public/Search.aspx>

3. Enter the Job Posting ID of “350444” in the FIND JOBS box and click “



The screenshot shows a search interface with two input fields. The first field is labeled 'FIND JOBS' and contains the placeholder text 'Job title, skill, keyword'. The second field is labeled 'NEAR LOCATION' and contains the placeholder text 'City, state, country'. A magnifying glass icon is located to the right of the second field.

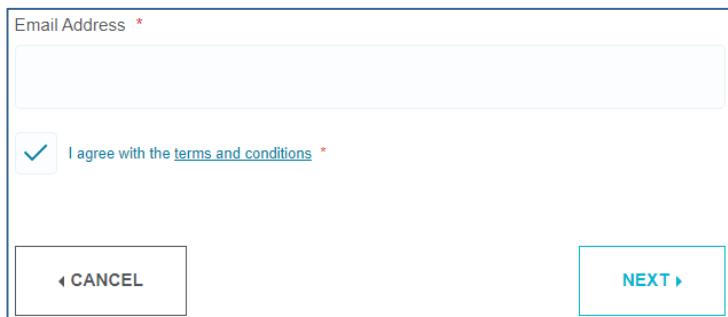


4. Select the applicable position from the search results, and click “Apply Now”

- When multiple positions are available, each position would require a separate application.

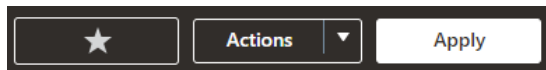


5. Enter your Email address and check “I agree...” box then click “NEXT”



The screenshot shows a form with an 'Email Address' field, a checkbox labeled 'I agree with the terms and conditions', and two buttons: 'CANCEL' and 'NEXT'.

6. Click “Apply” and enter valid information into required fields and upload your resume to submit your application



- Complete your application by clicking “Submit” at the top right corner of the page.



1. We will contact the candidates once they have been shortlisted for the interviews

- The resumes will usually be reviewed after the deadline has lapsed.
- The Church will reserve the right to interview candidates prior to the deadline.

2. Inquiry

- For inquiries, please contact Yuki Kitahara (Human Resources).
- Email: yuki.kitahara@churchofjesuschrist.org
- Tel: +81-3-4545-3090