



Title: HR Manager

Payroll Title: HR Manager

Division & Department: Franklin Covey Japan

Status: Full-Time

Reports To: Country Manager, Franklin Covey Japan

Location: Tokyo (Hybrid)

Job Summary

The HR Manager will act as a strategic advisor and hands-on contributor, aligning human capital strategies with business objectives. This role is crucial in fostering deep partnerships with business leaders at all levels, driving organizational effectiveness, and ensuring the successful implementation of HR initiatives. The HR Manager will leverage their extensive experience and business acumen to influence and guide strategic decisions. Principal HR Business Partners may have responsibility for one or more enterprise level programs.

Essential Job Functions

- **Strategic Partnership:** Collaborate with senior leadership to develop and implement HR strategies that support business goals.
- **Business Strategy:** Provide insights and recommendations on business strategy, leveraging deep business acumen and understanding of organizational dynamics.
- **Talent Management:** Lead talent acquisition, development, and retention strategies to ensure a high-performing workforce.
- **Employee Relations:** Provide expert guidance on complex employee relations issues, ensuring compliance with company policies and legal requirements.
- **Performance Management:** Drive the performance management process, including goal setting, performance reviews, and development plans.
- **Organizational Development:** Identify and address organizational needs, including change management, team dynamics, and leadership development.
- **Data Analysis:** Utilize HR metrics and analytics to inform decision-making and measure the effectiveness of HR initiatives.
- **Compliance:** Ensure compliance with all employment laws and regulations.
- **Project Management:** Lead and participate in HR projects and initiatives, ensuring timely and effective execution.
- **Travel:** Occasional travel required to meet business needs, training, or conferences.

Basic Qualifications

- Bachelor's degree or advanced in Human Resources, Business Administration, or related field
- 9+ years of experience in HR including 3-4 years managing an HR Team or Center of Excellence

Preferred Skills & Experience

- MBA or Master's in Organizational Development
- SHRM certification
- Strong strategic thinking and problem-solving abilities
- Excellent communication and interpersonal skills



- Proven ability to manage multiple priorities and projects
- Proficiency in HRIS and data analysis tools
- In-depth knowledge of employment laws and regulations
- Deep business acumen and understanding of organizational strategy
- Demonstrates strong leadership and influence without direct authority
- Thrives in a dynamic, fast-paced environment
- Maintains the highest level of confidentiality and ethical standards