

## **GREENPEACE Japan JOB DESCRIPTION**

**Job title** : **HR Assistant**  
Valid from : 2019/2/1  
Job Grade : Officer  
Reports to : Executive Director/ HR Manager  
Line-manages : N/A

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### **OVERALL PURPOSE OF THE JOB**

- Assist the HR Manager in developing and implementing strategic HR policies and procedures
- Support the HR Manager in managing the Greenpeace Japan payroll process, the maintenance of all HR files and ensuring the confidentiality of such information and benefit provisions.
- Assist the HR Manager in maintaining compliance with the Japanese Labour Law
- Assist the HR Manager in the recruitment process
- Help build and implement L&D practices

### **MAJOR FUNCTIONS / RESPONSIBILITIES**

#### **Conceptual tasks, Strategy Development and/or Project Development**

- Ensure, together with the HR Manager, implementation of the HR process and procedures in accordance with the Japanese Labour Law
- Lead the recruitment process with the Hiring Manager
- Lead the annual medical check process
- Assist the HR Manager in the exit process for non-Japanese staff departing Japan
- Manage the HR contracts and personal files
- Support the HR Manager to ensure the year-end tax adjustment process completes in a timely manner
- Arrange business cards

#### **Implementation**

- Assist the HR manager in the monthly payroll process
- Facilitate the recruitment processes by playing a pivotal role in centralising the job applicants, contacting candidates and organising interviews

- Assist the HR Manager in ensuring timely coordination between Greenpeace Japan and outsourced company regarding any changes to staff members that might imply changes in their salary calculations (change of address, commuting line etc)
- Ensure, together with the HR Manager, that the L&D practices are implemented accordingly

### **Compliance / Keeping Framework Conditions**

- Encourage all staff members to take their health checks as required by Japanese local work regulations
- Ensure all required HR related contracts are filed and kept confidential

## **COMPETENCY PROFILE**

### **Organization competencies**

- Professionalism, in particular in particular delivering high-quality products in all the aspects of the work.
- Achievement, in particular in particular towards measurable objectives both individually and for the team.
- Interpersonal relationship, in particular in particular building constructive and long-term relationships with all parties involved in the job.
- Knowledge sharing, in particular in particular towards other team members who need to be in the loop of activities being carried out.
- Values diversity, in particular in particular through having experience with and commitment to cultural diversity.
- Innovation, in particular in particular considering the 'cutting-edge' core value of Greenpeace.

### **Functional competencies**

#### **Technical**

- Fluency in written and spoken Japanese
- Fluency in written and spoken English
- Knowledge and/or experience in the HR field
- Knowledge and/or experience in HR personnel and salary administration
- Knowledge and/or experience in business administration, including contractual skills to organize subcontractors
- Knowledge and/or experience in payroll/HR software
- Knowledge and/or experience in Excel, Word and PC usage
- Knowledge and/or experience in Statistical analysis and reporting
- Knowledge and/or experience in Facility management
- Knowledge and/or experience in HR and labour legislation

### **Method related**

- Negotiating skills
- Knowledge and understanding of the NGO sector
- Presentation and reporting skills
- Work under pressure, in physically or mentally challenging situations
- Attention to details
- Training skills (teach, mentor and coach)
- Analytical skills

### **Social / self**

- Being a team player
- Build and manage relationships with consultants, providers and any other external contacts relevant to the job
- Tact and diplomacy
- Assertive
- Ability to organise and facilitate interviews with candidates

### **Leadership competencies**

- Planning and organizing
- Empowering and developing people
- Strategic orientation and managing vision

### **ATTITUDE**

- Identification with Greenpeace goals and supportive of Greenpeace values
- Autonomous / sense for initiative / work independently
- Proactiveness
- Stress resistance
- Tenacity and flexibility
- Willingness to learn, building even further his/her expertise in the HR field
- Discretion and confidentiality

### **SPECIFIC WORK ENVIRONMENT**

- Based at the Greenpeace Japan office in Tokyo
- Highly flexible towards working hours