

# IKEA Japan, HR Delivery Manager (Full-Time)

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## Company name

IKEA Japan K.K.

## Job description

### Purpose of this Job

Ensure country HR functions focus on their core objectives by providing and continuously improving People Administrative support in line with Service Level Agreements, helping deliver the People Strategy and business goals.

### Required

- Currently living in Japan with working rights
- Experience in implementing rules that ensure accountability, compliance, and fairness
- Experience in managing change initiatives and stakeholder management
- Ability to respond proactively to changing business conditions and align with long-term goals
- Experience analyzing data for business insights and decision-making
- Knowledge of leadership styles and their application

### Language Requirements

- Business level English (focus on effective communication)
- Ability to read and understand employment-related laws in Japanese

### Your Responsibilities

- Execute HR administrative tasks in line with Service Level Agreements
- Support standardization and alignment in People Administration, collaborating with other countries
- Work with Process Improvement Specialists to improve processes
- Lead a team of Administrators to ensure quality service and collaboration
- Contribute to continuous improvement in People Administration

- Use digital solutions for efficient administration
- Ensure relevance of People processes in the evolving global retail landscape

**Think this is the job for you? Apply via [IKEA's Career page!](#)**

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