

# Axis Communications, HR Specialist

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## **Company name**

Axis Communications K.K.

## **Job description**

Job Description

The HR Specialist will report to the HR Business Partner and work closely with the rest of leadership team in Japan organization.

As our HR Specialist, you will be responsible for the operational aspects of the HR function in Japan and support HRBP to drive the delivery of HR

You will also cover General Affairs/Office administration to organize and coordinate administration duties and office procedures. Your role is to cre

You are a highly self-aware, self-motivated and grounded HR specialist that desires to not only provide professional and efficient HR service and

As a self-aware and grounded person, you carry out your duties in a way that is always connected to our business, culture and core values.

You yearn for and welcome more digitalisation into your role so that you will be able to focus on the evolving needs of our people and business.

This position is based in Tokyo and may involve travelling occasionally domestically, to the South Asia Pacific region and our global HQ in Sweden







## HR

- ?Partner with HRBP to update and maintain office policies as necessary
- ?With your HR relation, support the organization in all the aspects of HR spectrum scope from start to the end processes such as recruitment process, on/off-boarding, performance & appraisal process, C&B/payroll, training, people development and advice and interpretation of legislation to employees as well as employee relations
- ?HRIS such as Workday and DocuSign or/and any other digital tools
- ?Being the bearer of our company culture by representing our core values
- ?Represent and collaborate with the region & global/internally & externally for sharing ideas and best practice
- ?Collaborate with business leaders and cross-functional teams to drive engagement and sustain our culture
- ?Manage the day-to-day office administration function (ad-hoc) including facility management, sales support activities to ensure seamless administration/digital support to the local organization with aim to achieve and maximize work productivity and cost efficiency
- ?Any other duties that the HRBP may assign from time to time

## GA

- ?Serve as the point person for office managing duties including:
  - Maintenance
  - Mailing
  - Supplies
  - Equipment
  - Bills
  - Errands
  - Shopping
- ?Organize the office layout and order stationery and equipment
- ?Maintain the office condition and arrange necessary repairs

- ?Organize office operations and procedures
- ?Coordinate with IT department on all office equipment
- ?Ensure that all items are invoiced and paid on time
- ?Support to manage contract and price negotiations with office vendors, service providers and office lease
- ?Support to manage office G&A budget, ensure accurate and timely reporting
- ?Provide general support to visitors
- ?Address employees' queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
- ?Liaise with facility management vendors, including cleaning, catering and security service
- ?Support in-house or off-site activities, like parties, celebrations and conferences

