



Manager, HR Operations

ABOUT JAPAN SOCIETY

Japan Society is the premier organization connecting Japanese culture, business, and society with audiences in New York and around the world through innovative programs in arts and culture, public policy, business, sustainability, and education, online and on-site at our headquarters in a landmarked New York City building. Since 1907, our mission has been to promote mutual understanding and *kizuna* – forging deep connections – between the U.S. and Japan, by convening critical conversations, championing future creators, and serving as a trusted guide to the abundance of Japan. We are committed to strengthening connections within our community and building new bridges beyond.

DESCRIPTION:

The **HR Operations Manager** is responsible for directing the planning, development, implementation and administration of key human resources functions for Japan Society's staff of approximately 50 full-time and 30 part-time employees. Reporting to and under the guidance of the Chief Operating Officer, this role will manage core HR functions including recruitment, benefits administration, HRIS system management, training & development, payroll coordination with accounting team, onboarding/offboarding, policy management and HR admin. This is an amazing hands-on learning opportunity for a new or recent entrant into the HR field to receive training and access to all aspects of human resources management in the non-profit environment.

Essential Duties and Responsibilities:

- Oversee and manage the Human Resources function in close collaboration with COO; plan, organize, and control all activities of the department
- Develop and administer various human resources plans and procedures for all company personnel
- Implement and oversee new multifaceted Human Resource Information System (HRIS), which includes payroll, benefits, performance management, applicant tracking, onboarding and HR policy modules.
- Perform benefit administration, including employee training and assistance, broker management, invoice approval, and annual re-evaluation of policies for cost effectiveness
- Work closely with COO on compensation analysis modeling and performance evaluation system design and implementation
- Develop, recommend, and implement personnel policies and procedures, maintain and update employee handbook
- Assist with applicant tracking, recruitment and onboarding of new hires
- Establish and maintain department records and reports; recommend new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed
- Perform other duties as assigned



Qualifications:

- Bachelor's degree with focus on Business Operations, HR or related field preferred
- 3-5 years of experience in human resources, business administration or database administration
- Training with or willingness to learn HR principles and federal/local regulations
- Experience in implementing and administering performance programs a plus, preferably in a company that puts strong emphasis on performance metrics
- Exceptional project and personnel management skills
- Excellent ability to multi-task and prioritize in a busy, fast-paced environment
- Records management experience with an HRIS or similar database
- Proficiency in MS Word, Excel and Power Point is essential
- Exhibit extraordinary discretion, flexibility, and willingness to work closely with senior management team as well as staff at all levels
- Strong interpersonal and communication skills; ability and desire to explain complex HR concepts to individuals at all levels

To Apply: Email your resume and cover letter to the Chief Operating Officer, at jobs@japansociety.org.