

AIRBUS

【募集職種】

インターンシップ

【業務内容】

東アジア地区の人事関連業務のサポート業務

新しい人事制度とプロセスを理解し東アジアと日本の関係構築に貢献して頂きます。

日本における人事部長の補佐として新しい人事制度のデジタル化の展開をサポートして頂きます。

本デジタル化プロジェクトは、2018年～2019年に向けての最優先プロジェクトになり、シンガポールや中国との調整や各国のHRBPのサポート業務も担って頂きます。

エアバス・ジャパン(株)のマネージメントチームの各種レポート作成業務

必要な市場分析を行い、レポートの作成を行って頂きます。

グループ会社の市場分析を政治・経済・マーケットの各方面から行って頂き、日本におけるエアバス・ジャパンの状況と立場を本社に報告しその理解を深めて頂く業務になります。

【必須条件】

日本語・英語力

教育・経営学の知識

人事部門での勤務経験2年～

異文化環境での勤務経験

マルチタスクになるため、同時進行で異なるプロジェクトを処理できる方

自主性を持って全体像やリスクを予測し、上司に提言できる方

【勤務地】

東京六本木

【勤務時間】

9時30分～18時

【プログラム期間】

夏期の1～2ヶ月間の間

【給与】

経験・能力を考慮の上、当社規定により優遇致します。

【休暇】

土日祝日休み（弊社カレンダーに準ずる）・有給休暇・リフレッシュ休暇・特別休暇等

【応募方法】

連絡先を明記した和文及び英文の履歴書・職務経歴書を下記のアドレス宛にご送付下さい。

書類選考後、ご連絡させていただきます。

書類選考にお時間を要する場合がございますので、予めご了承下さい。

お問合せ、ご応募の際には、メールの題名に「インターン採用」

と記載してください。

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A. Accountabilities

In his / her Analyst role, the jobholder both:

- *supports HR teams in East Asia region to successfully deploy any HR related activity/project.*
 - *Supports Airbus Japan management team in writing strategic papers on the Japanese market*
- In his / her HR role, he / she ensures permanently the correct understanding of new HR processes, and drumbeats the deployment in Japan and in East Asia.*

In his / her Strategy role, he / she performs ad hoc market analyses and issues analysis papers for the management.

B. Dimensions

- Subordinate employees (FTE headcount): none
- Subcontracted (incl. Consulting) activities (financial terms only): 0
- Operating Budget (financial terms): 0
- Other budgets: 0

C. Main activities

Supporting the Head of HR Japan for new HR processes deployment in the country as well as supporting in her functional role as myPULSE and HR digitalization deployment coordinator in Asia, in close collaboration with the regional HR network:

- *Acts as Project Management Office for HR digitalization related projects in Japan & Asia, according to 2018-2019 priorities, including operational implementation at country level*
- *Supports local HRBPs by playing a transversal role on the regular HR processes as well as along regional transformation implementation on related HR structure & competences,*
- *Plays a key role on Pulse deployment in Japan & Asia, in terms of Project & Change Management, especially coordinating with counterparts in Singapore and China*

Supporting the Head of Country Japan in issuing strategic market analysis papers:

- *Performing market analyses (e.g. key market drivers, economic and political environment...) for all market segments of the Group*
- *Writing ad hoc analysis papers to support local Head of Country reporting to Central Entity and fostering a full understanding of the Japanese market situation and Airbus Japan positioning towards the company's Top Management*

D. Outputs

Supports effectiveness of HR support towards the Business:

- *Accompanies the local buy-in of new HR processes and harmonization with Group practices*
- *Supports PULSE deployment: Release 1 in East Asia, coordination of Release 2 in Singapore & China in support to local teams*
- *Supports HR digitalization in the region*

Supports accuracy of Japanese market understanding towards Group's Top Management:

- *Supports a full understanding of market requirements and perspectives for all Division of Airbus*

E. Input

➤ **Qualifications**

- *Education: Degree in Business Studies, Human Resource Management*
- *Experience: 2 years of professional experience within HR*
- *Basic Skills: project & change management experience or education, strategic and critical thinking, English and Japanese (not business level required)*
- *Certifications:*

➤ **Ability**

- *To understand the overall picture (of HR support, of a market dynamic)*
- *To be able to adapt to multi-cultural work environment*
- *To multi-task, work on different topics/projects in parallel*
- *To work fairly autonomously and pro-actively suggest next steps / next analysis ideas to supervisor*
- *To anticipate risks*