

Labor Management Manager/Associate

Job ID

REQ-10083134

Jul 14, 2026

LOC_JP

About the Role

主な職務内容

- 事業戦略および人事戦略に沿った労務・労使関係施策の立案・推進を行う
- 労働組合との協議、交渉、労使協議会運営などを主導する
- 就業規則、雇用契約書、人事関連規程の策定・改定を推進する
- 労働法および従業員対応に関する専門的なアドバイスを提供する
- 従業員のウェルビーイング、健康管理、適正な労働時間管理を推進する
- 複雑な従業員対応案件の調査・解決をリードする
- 労使協議会や社員会活動などの運営・調整を担当する

応募要件

- 学士号以上を取得していること
- 日本の労働法、労務管理、労使関係、人事制度に関する高度な知識
- 労務管理またはEmployee Relations領域を含む3年程度の人事経験
- 日本語および英語でのビジネスレベルのコミュニケーション能力
- 複雑な労務課題を主体的に解決し、シニアステークホルダーへ助言した経験

歓迎要件

- グローバル企業またはマトリックス組織での労務・従業員対応経験
- 人事制度、コンプライアンス、組織文化改革等のプロジェクト推進経験

偽の求人広告や採用オファーにご注意ください

ノバルティスでは、当社名や幹部の名前を不正に使用して求職者をだます「採用詐欺」が発生していることを認識しています。

ノバルティスでは、面接なしに採用オファーを出すことはなく、候補者に金銭を要求することも決してありません。

現在の求人情報はすべて[こちら](#)に掲載されています。詐欺の可能性のある求人広告や採用オファーに遭遇した場合は、返信したり、金銭や個人情報を送ったりしないよう強くおすすめします。

ノバルティスでキャリアを築く魅力: 病気と向き合う人々やそのご家族を支えるには、革新的な科学だけでは不十分です。それには、あなたのような情熱と知性を持った仲間が必要です。

互いに協力し、支え合い、刺激し合うことで、患者さんの人生を変えるようなブレイクスルーを生み出すことができます。さあ、一緒により明るい未来を創りませんか? <https://www.novartis.com/about/strategy/people-and-culture>

ノバルティス・タレントネットワーク: 今のノバルティスの募集職種がご希望に合わない場合でも、ぜひタレントコミュニティにご登録ください。あなたに合ったキャリアの機会が見つかり次第、いち早くご案内いたします。

<https://talentnetwork.novartis.com/network>

福利厚生: ノバルティスの福利厚生と報奨について必要な情報は、ノバルティスライフハンドブックに記載されています。

<https://www.novartis.com/careers/benefits-rewards>

多様性と包括性へのコミットメント: ノバルティスは患者さんや地域社会などに対して、包括的かつ優れた職場環境、およ

び多様なチームを構築するよう取り組んでいます。

合理的配慮: ノバルティスは障害を持つ個々人に対して、合理的配慮を提供し協働することをお約束します。健康状態や障害に関して、採用プロセスあるいは必須の職務を満たすために合理的配慮が必要な場合は midcareer-r.japan@novartis.com 宛てに電子メールをお送りください。その際ご依頼内容、ご連絡先、求人票の番号を明記してください。

Key Responsibilities

- Lead labor relations strategies aligned with business objectives, legal requirements, and people priorities.
- Manage relationships with labor unions, including consultations, negotiations, and collective bargaining activities.
- Develop and update employment policies, contracts, and work rules to support compliance and organizational needs.
- Provide expert guidance on labor laws, employee relations matters, and workplace policies.
- Drive initiatives that promote employee wellbeing, health management, and sustainable work practices.
- Lead investigations and resolution of employee relations cases with fairness, consistency, and professionalism.
- Coordinate labor-management governance activities, including council meetings, employee association programs, and compliance initiatives.

Essential Requirements

- Bachelor's degree or equivalent professional experience.
- Advanced knowledge of Japanese labor laws, employee relations, labor relations, and Human Resources practices.
- At Least 3 years of Human Resources experience, including significant labor management or employee relations responsibility.
- Business-level proficiency in both Japanese and English, with strong written and verbal communication skills.
- Proven ability to manage complex employee relations matters and advise senior stakeholders with sound judgment.

Desirable Requirements

- Experience supporting labor relations and employee relations within a multinational or matrix organization.
- Strong project management skills with experience leading policy, compliance, or workplace culture initiatives.

Be aware of fake job advertisements and job offers

Novartis is aware of employment scams which make false use of our company name or leader's names to defraud job seekers. Novartis does not make job offers without interview and never asks candidates for money.

All our current job openings are displayed [here](#). If you have encountered a job posting or been approached with a job offer that you suspect may be fraudulent, we strongly recommend you do not respond, send money or personal information.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Commitment to Diversity and Inclusion: Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Accessibility and accommodation: Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to midcareer-r.japan@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Role Requirements

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division

DIV_PO

Business Unit

Human Resources

Location

LOC_JP

Site

Toranomon (NPKK Head Office)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area

FCT_HR

Job Type

Full time

Employment Type

Regular

Shift Work

No

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