



## 【800～1200万円】HR（C B and Operations）

株式会社ツバキ・ナカシマでの募集です。採用のご経験のある方は歓迎です。

### Job Information

#### Recruiter

JAC Recruitment Co., Ltd.

#### Hiring Company

株式会社ツバキ・ナカシマ

#### Job ID

1527786

#### Industry

Automobile and Parts

#### Job Type

Permanent Full-time

#### Location

Nara Prefecture

#### Salary

8 million yen ~ 12 million yen

#### Work Hours

09:00 ~ 18:00

#### Holidays

【有給休暇】入社7ヶ月目には最低10日以上 【休日】週休二日制（会社カレンダーにより、祝日の出勤日あり）、GW、夏季休暇、...

#### Refreshed

April 30th, 2025 02:00

### General Requirements

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Native

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

【求人No NJB2278981】

#### 1.HR Operations:

Oversee daily HR operations including employee onboarding offboarding and records management.

Ensure compliance with labor laws and company policies.

Manage HR systems and tools to streamline processes.

Provide guidance and support to employees and managers on HR related matters.

#### 2.Compensation Benefits:

Support the Japan HR Director and Global C B Director in the development and implementation of the Reward Agenda of

Japan that will help the company achieve its business objectives.

Participate in salary surveys with selected providers and conduct market analysis to develop and maintain competitive salary structures aligned with Global Compensation Policy and Guidelines.

Lead annual compensation processes: salary review; bonus calculations and processing; consult line managers and employees on pay related matters.

Conduct local benefits benchmarks lead in continuously optimizing benefits offering ensuring the company meets its employment principles whilst minimizing costs.

Manage payroll processes and ensure accurate and timely salary payments.

Provide support to Global Compensation and Benefits in designing and implementing compensations programs and initiatives.

### 3.Compliance and Reporting:

Ensure HR practices comply with local labor laws and TN global standards.

Prepare and present HR reports and analytics to senior management.

### 4.Strategic HR Initiatives:

Partner with leadership to align HR strategies with business goals.

Drive initiatives to improve employee satisfaction and retention.

### 5.Global Policy Adaptation:

Understand global HR policies and frameworks.

Strategize and implement localized HR policies and programs in alignment with global standards and the specific needs of the Japanese market.

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## Required Skills

8+ years of business experience in HR function

3+ years of experience in HR operations and/or C B roles

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## Company Description

軸受用鋼球、セラミック球、超硬合金球、ガラスボール、プラスチック球、カーボン鋼球などの各種産業用精密ボール、円錐ころ、円筒ころ、球面ころなどの軸受用及び各種産業用精密ローラー、医療用器具及び衛生用器具、ボールねじ及び送風機等のリニア製品の製造販売