



PR/117940 | HR Specialist

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1538385

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

May 1st, 2025 20:19

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Looking for a dynamic opportunity to grow and make an impact? Now, our client is looking for a HR specialist to join their team in Paris.

Location: Paris

Salary: Competitive salary + Bonus

Job Responsibilities:

- Manage all payroll elements and ensure the correctness with payroll service supplier (Fixed Salary, Bonus, Overtime, Absences, Allowances, etc)
- Operate and supervise all general HR operations excluding Recruitment, On-boarding and Off-boarding, HR Database

inputs, Medical Insurance, Contract related, Absence Management, Medical-check arrangement, etc.)

- Comply with French regulations which relates with HR, such as Labour Law, Income Tax & Social Security regulations etc. by consulting with partner law firm

Requirements:

- more than 7 years' experience in HR field
- Strong with figures and calculation (sum, multiplication/division, average, percentage, growth rate, etc) to ensure accuracy
- Native level speaker of French (including reading & writing), and fluent business communication in English
- Advanced skill of Microsoft Office Excel
- Full rights to live and work in France

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACUK

Company Description