

MichaelPage

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HR Generalist

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Job Information

Recruiter

Michael Page

Job ID

1542608

Industry

Daily Necessities, Cosmetics

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 8 million yen

Refreshed

May 28th, 2025 12:17

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

We are seeking a dedicated and motivated Human Resource Generalist (HRG) to join our team in the industrial/manufacturing sector, based in Tokyo Shinagawa. This role calls for an individual who is capable of managing HR operations and implementing HR strategies.

Client Details

Our client is a large organization in the industrial/manufacturing sector, known for its innovative products and services. With a significant presence in Tokyo, they pride themselves on their commitment to sustainable practices and high-quality standards.

Description

1. Support HRBP with various HR tasks like hiring, training, C&B, and organizational changes.
2. Help managers with HR systems and answer questions from employees or the business.
3. Assist with yearly HR processes like promotions, salary reviews, and talent planning.

4. Help plan and run trainings or workshops for staff and managers.
5. Keep HR data up to date and create reports on headcount, turnover, and promotions.
6. Understand daily HR processes and look for ways to improve them.
7. Join and support HR projects as needed.

Job Offer

- A competitive salary range, around 7,000,000 JPY
- Opportunity to work in a large organization within the industrial/manufacturing industry
- A chance to make significant contributions to the company's HR strategies
- A supportive work environment based in Tokyo

We invite you to join our team and contribute to the success of our industrial/manufacturing company. Apply now and let's shape the future together.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Momo Liu on +81 3 6832 8692.

Required Skills

A successful HRG should have:

- Knowledge and experience in human resources management, industrial relations, and labor law
- Strong interpersonal and communication skills
- Ability to develop and implement HR strategies that align with business goals
- Familiarity with the industrial/manufacturing industry
- Degree in Human Resources or related field

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