



HR manager

外資流通企業での募集です。組織開発のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資流通企業

Job ID

1545884

Industry

Logistics, Storage

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 11 million yen

Work Hours

09:00 ~ 18:00

Holidays

【有給休暇】入社6か月後12日、6.5年後22日 【休日】完全週休二日制 土日 祝日 GW 夏季休暇 年末12月29日から年...

Refreshed

June 26th, 2025 16:07

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2307441】

- ・ Select train develop and motivate a staff of employees.
- ・ Ensure appropriate methods for recruitment interviewing and evaluating candidates for employment
- ・ Assist management in the writing of job descriptions in the performance appraisal and in the salary review processes to ensure fair and equitable appraisals and compensation levels for employees.
- ・ Provide guidance to managers on organization development restructuring expansion and resources allocation issues to

ensure efficient and optimal use of resources.

- Direct activities to complete new hire and termination reports. Maintain files and records to ensure compliance with all government agencies.
 - Assess training needs of personnel and recommend appropriate training opportunities.
 - Analyze the success/failure of HR policies and procedures and recommend improvements: provide policy interpretation on a broad spectrum of HR related areas including regulatory compensation safety etc.
 - Conduct/Facilitate HR related training for managers and employees such as new hire orientation policy and procedures training interview and selection training.
 - Coordinate complaint resolutions with management and the legal department as appropriate; provide guidance to management on employee relations discipline and termination issues.
 - Manage the exit interview process to gain insight into the organization and how it can be improved.
 - Maintain current knowledge of applicable governmental laws and regulations human resources and industry trends and practices.
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Required Skills

- Bachelor's Degree
- 5+ years of HR generalist experience in an multi national company
- Minimum of 2 years experience in a managerial position.
- Good knowledge in employment law and related legislations.
- Able to provide creative solutions to people issues and establish effective communication.
- Working knowledge of HR information System.

■Attribute:

- Independent able to prioritize and handle multitasks.
 - High sense of responsibilities and commitment.
 - Mature with pleasant flexible personality.
 - Problem solving and Decision making
 - People Management and Motivation
 - Proficient in English and Japanese
 - Travel Required
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Company Description

ご紹介時にご案内いたします