



【英語を活かす】人事ジェネラリスト/ Human Resource Generalist

食品飲料会社にて、人事ジェネラリストの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

食品飲料会社

Job ID

1546633

Industry

Food and Beverage

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

10 million yen ~ 13 million yen

Work Hours

お問い合わせください

Holidays

完全週休2日制, 土日祝日休み, 有給休暇

Refreshed

July 30th, 2025 09:01

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A renowned food and beverage company is seeking a Human Resource Generalist. The selected candidate will handle core HR operations including recruitment, employee relations, and payroll support.

A food and beverage company known for offering a range of unique and flavourful products. It focuses on providing a delightful customer experience through high-quality treats and innovative recipes.

Keywords:

人事, 総務, 採用, リクルート, リクルートメント, 求人, 外資系

Job Ref: JGEYG3

Responsibilities:

- Oversee recruitment and onboarding processes

- Administer employee benefits and communicate relevant information
- Maintain and regularly update HR records and personnel files
- Conduct exit interviews and manage offboarding procedures
- Support monthly payroll processing in compliance with policies and regulations
- Coordinate with Japan corporate and accounting teams on payroll and finance documentation

Requirements:

- Bachelor's degree or equivalent in human resource management
- 3-4 years of experience in human resource related role
- Proficient in MS Office Suite
- Knowledge of local employment laws and regulations
- Fluent level Japanese; proficient in English

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.