

MichaelPage

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HRG at leading B2B

HR Generalist

Job Information

Recruiter

Michael Page

Job ID

1546671

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

Salary Bonuses

Bonuses included in indicated salary.

Salary Commission

Commission included in indicated salary.

Refreshed

July 3rd, 2025 10:29

General Requirements

Minimum Experience Level

Over 1 year

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

This is an exciting opportunity for an experienced HRG to contribute to a leading company in the industrial and manufacturing industry. Based in Tokyo, the role focuses on managing diverse human resources functions and driving organizational efficiency.

Client Details

This organization is a well-established player in the industrial and manufacturing industry. Operating as a mid-sized company, it offers a robust platform for career growth and exposure to a wide range of HR responsibilities.

Description

Partner with business leaders to support their HR needs.

Manage hiring and onboarding processes.

Handle employee relations and make sure rules are followed.

Run HR programs that support company goals.

Help with performance reviews and employee growth.

Lead basic HR trainings for staff and managers.

Work with leaders on improving the org structure and culture.

Keep HR data organized and share useful reports.

Job Offer

- Competitive salary range of approximately 6,300,000 JPY to 7,700,000 JPY annually.
- Opportunities for career advancement in a mid-sized company.
- Exposure to global HR practices and strategic initiatives.
- Convenient location in Tokyo with a professional working environment.
- A chance to make a significant impact in the industrial and manufacturing industry.

Join this rewarding opportunity in Tokyo and apply to become an integral part of the human resources team.

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

Some experience across multiple HR functions (e.g. payroll, recruitment, employee relations).

Background in industrial or manufacturing companies preferred.

Basic knowledge of labor law and HR best practices.

Able to manage tasks independently and take initiative.

Strong communication and problem-solving skills.

Company 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.