



PR/087003 | HR expert(H / F)

## Job Information

**Recruiter**

JAC Recruitment Germany

**Job ID**

1549778

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

France

**Salary**

Negotiable, based on experience

**Refreshed**

July 22nd, 2025 01:00

## 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

## COMPANY OVERVIEW

As one of Japan's leading manufacturers of semiconductors and electronic components, and a global leader in this sector, unique expertise is utilized to meet current technological needs and anticipate future trends. Currently, over 300,000 customers in various industries around the world are supported.

## JOB RESPONSIBILITIES

- Manage all payroll elements and ensure their accuracy with the payroll service provider (fixed salary, bonus, overtime, absences, allowances, etc.).
- Implement and supervise all general HR operations excluding recruitment (onboarding and offboarding, HR database entry, medical insurance, contracts, absence management, organization of medical checks, etc.).
- Comply with French HR regulations, such as labor law, income tax and social security, in consultation with partner law firm.

## JOB REQUIREMENTS

- Solid with -numbers & calculation (sum, multiplication/division, average, percentage, growth rate, etc.) to ensure accuracy
- Minimum fluency in French (including reading and writing), and ability to communicate fluently in English
- Advanced proficiency in Microsoft Office Excel
- more than 7 years' experience or more in the HR field

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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