



## 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**

1550565

**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**

July 10th, 2025 16:00

### 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

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