

MichaelPage

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HR Assistant & Secretary

HRBP * HRM 自動車部品製造のグローバルリーダー企業

Job Information

Recruiter

Michael Page

Hiring Company

HRBP * HRM 自動車部品製造のグローバルリーダー企業

Job ID

1551741

Division

Human Resource

Industry

Other (Manufacturing)

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Kanagawa Prefecture

Salary

6 million yen ~ 8 million yen

Salary Bonuses

Bonuses included in indicated salary.

Salary Commission

Commission included in indicated salary.

Refreshed

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General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

The HR Assistant & Secretary will play a pivotal role in supporting the Human Resources department by ensuring smooth administrative operations and providing essential secretarial support. This position is ideal for someone looking to contribute to the industrial/manufacturing industry in Yokohama.

Client Details

This small-sized organization operates within the industrial/manufacturing industry, focusing on delivering innovative solutions and maintaining a professional working environment. They pride themselves on fostering efficiency and precision in all aspects of their operations.

Description

Help with daily HR tasks and general admin work

Set up meetings, appointments, and events for HR and other teams

Keep employee records up to date and confidential

Support senior managers by writing emails and making reports

Be the first contact person for HR questions and respond professionally

Assist with hiring tasks like posting jobs and arranging interviews

Order office supplies and keep the office organized

Make sure all work follows company rules and policies

Job Offer

- A competitive salary package ranging from 6300000 JPY to 7700000 JPY.
- Opportunities for professional growth within a supportive team environment.
- A permanent position in a reputable company located in Yokohama.
- A chance to contribute to the industrial/manufacturing industry with a key administrative role.
- Potential for involvement in diverse HR and secretarial activities.

If you are ready to advance your career as an HR Assistant & Secretary in Yokohama, we encourage you to apply today!

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 in HR or office work (ideally in a factory or manufacturing company)
- Great organizational skills and attention to detail
- Good at using office software like Word and Excel
- Able to handle confidential matters carefully and professionally
- Strong communication skills (both speaking and writing)
- Flexible and able to manage tasks well

Company Description

当社は、自動車部品製造業界でグローバルに展開する企業です。日本では横浜にオフィス、埼玉に工場を構え、本社で約50名、埼玉工場で約100名の従業員が働いています。多様性を重視し、従業員の30%が外国人です。