



PR/087167 | HR Manager at a Global Japanese Corporate in Düsseldorf (m / f / d)

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1554866

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

September 9th, 2025 11:02

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 and Job Overview

A globally active trading and investment company with a strong presence in Europe is seeking a dedicated and experienced HR Manager to join its team in Germany. The company operates across various industries and places a strong emphasis on innovation, compliance, and employee development. This role offers the opportunity to contribute to the strategic development of HR processes in a dynamic, international environment.

Job Responsibilities

Lead and support recruitment activities across departments.

Manage HR administration, including employee records and contract management.

Drive HR development initiatives, including the introduction of digital HR tools and process improvements.

Prepare and oversee monthly payroll statements in collaboration with external providers.
Develop, implement, and continuously optimize modern HR concepts aligned with business needs.
Serve as a trusted contact person for employees and applicants on all HR-related matters.
Ensure compliance with labour laws and internal HR policies, in coordination with the global headquarters.
Oversee office management tasks, ensuring smooth day-to-day operations.
Handle insurance and benefits administration, including company pension schemes and office-related contracts.

Job Requirements

Degree in Business Administration with a focus on Human Resources, or equivalent commercial training with additional HR qualifications.
Several years of professional experience in HR, ideally including team leadership or management responsibilities.
Solid knowledge of labour law, payroll tax, and social security regulations in Germany.
Proficient in MS Office applications; experience with SAP S/4HANA is a plus.
Strong understanding of data protection regulations and their application in HR.
Excellent communication skills in German and English, both written and spoken.
Independent, structured, and goal-oriented working style.
Strong interpersonal skills, with the ability to communicate and negotiate effectively in an international context.

Benefits and Welfare:

Paid Leave: Annual - 30days (after 4 years, +2 days on top, maximum 35 days)
Home Office: 2 days per week (HO)
Deutschland Ticket
Working hours: 37.5 hours per week

#LI-JACDE

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Company Description