



【800～1000万円】HR Partner（Mainly Total Reward）

外資系メーカーでの募集です。労務・労政のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資系メーカー

Job ID

1573649

Industry

Automobile and Parts

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 10 million yen

Work Hours

09:00 ~ 18:00

Holidays

【有給休暇】入社初年度は入社月に応じて入社日に付与し、翌年より1月1日付での付与とする。各1日以外（2日～月末）の入社に関し...

Refreshed

January 22nd, 2026 15:12

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2326497】

Primary Purpose of the Position

To partner with Local Business Manager to maintain organizational effectiveness efficiency and compliance with governmental and legal requirements.

The primary purpose of this role is to all aspects of HR Operations are run efficiently and Effectively. This includes:

1. Maintenance and integrity of all HR associate data.

2. Regular review and updating of HR policies (Compensation Benefits work rules etc.) to ensure compliance with relevant legislation and are market competitive
3. Operation of Salary Structure including Merit Incentives and CR. Responsibility all aspects of the payroll process including monthly pay annual reviews all benefits including housing and bonus payments for permanent associates and contractors/
4. Be the primary contact for all union related matters.
5. Headcount and personnel cost management (track and report)
6. Dealing with internal and external (including government) audits tax and labour.
7. Pension Plan Operations.
8. Make the contract related to employment (post retirement rehires directors)
9. HR planning HRBP and other HR related works.

Principle Duties and Responsibilities Include percentage of time spent on each item listed.

% of time

Primary Duties/Responsibilities

As an HR Manager to cover all HR and general affairs topics not limited to the area of Total Reward.

35%

Operate personnel expenses and associated benefits programs for all associates and associates seconded to subsidiaries in an accurate efficient and timely manner in accordance with all company policies. Make reports requested by other departments.

10%

Be the primary contact point for the union and all union related activities including day to day queries issues management and annual negotiations.

10%

Be the primary contact point for the appointed company doctor and ensure Goodyear meets all government requirements regarding health programs and return to work for associates. Maintain close contact with the company's Lawyer and social consultant for legal compliance.

10%

Deal with each audit by the tax authorities and other internal and external audits.

10%

Provide guidance to employees who are joining or leaving the company.

25%

HR planning HRBP and other HR related works.

Required Skills

Experience

Describe previous experience required including years · experience can include types of work types of environments or situations

- At least 8 years of experience in HR function with 5 years payroll specialist at a multinational company.
- Experience of payroll tax Social benefits and Expats.
- Experience with collective bargaining process would be plus.
- Experience with labor cases would be plus.

Company Description

ご紹介時にご案内いたします