

【英語を活かす】シニア人事スペシャリスト/ Senior HR Specialist

自動車エンジニアリング会社にて、シニア人事スペシャリストの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

自動車エンジニアリング会社

Job ID

1578387

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Tochigi Prefecture

Salary

8 million yen ~ 9 million yen

Work Hours

お問い合わせください

Holidays

完全週休2日制, 土日祝日休み, 有給休暇

Refreshed

February 18th, 2026 16:08

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A global automotive engineering company is looking for a Senior HR Specialist focused on Payroll, Compensation & Benefits, Time Attendance Systems, and Labour Relations. The selected candidate will support organisational goals by delivering compliant HR operations, data-driven insights, and continuous process improvements across core HR functions. This is a hybrid setup role.

A leading global automotive engineering company specialising in innovative driveline solutions, committed to advancing mobility through cutting-edge technology. The company offers dynamic career opportunities for professionals seeking growth, skill development, and a collaborative work environment in the automotive industry.

Keywords:

人事スペシャリスト, 給与計算, 報酬・福利厚生, 勤怠管理, 労務管理, HRデータ分析, 求人, 外資系

Job Ref: 4SEZUA

Responsibilities:

- Deliver accurate and timely payroll processing, time attendance management, and financial reconciliation
- Implement, operate, and monitor payroll and time attendance systems
- Manage and improve compensation and benefits programs, including pension schemes
- Ensure compliance with HR policies, procedures, and labour regulations
- Process HR data, create reports, and provide analytical insights to support decision-making
- Build and maintain document management systems and prepare HR-related documentation
- Develop strong internal client relationships and deliver high-quality HR operational support
- Support operational compliance by adhering to internal policies and regulatory standards
- Contribute to continuous improvement through process optimisation and data benchmarking
- Develop personal HR capabilities through ongoing learning and adoption of new technologies

Requirements:

- Bachelor's degree or above
- More than 10 years of HR experience in payroll, compensation and benefits, time attendance, and labour relations
- Experience managing severance pay and benefits programs and labour union communication
- Proficient in MS Office Suite
- Ability and willingness to work on-site five days a week, with hybrid work negotiable
- Business level English

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.