

## HR Generalist-Global Manufacturing Company

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## Job Information

## Recruiter

Michael Page

## Job ID

1582177

## Industry

Electronics, Semiconductor

## Job Type

Permanent Full-time

## Location

Kanagawa Prefecture

## Salary

Negotiable, based on experience

## Refreshed

March 13th, 2026 11:33

## General Requirements

## 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

-This role manages the full employee lifecycle in Japan, including recruitment, onboarding, payroll coordination, employee relations, and compliance with Japanese labor regulations.

-It also plays a key part in shaping culture and engagement while partnering closely with global teams in a lean, high-visibility environment.

## Client Details

- -Known for advanced engineering in **automotive structural components** and lightweight technologies.
- -Operates across North America, Europe, and Asia, offering a genuinely **international work environment**.
- -Lean local organization in Japan with **fast decision-making** and high role visibility.
- -Frequent collaboration with global teams, providing **English exposure** and cross-regional interaction.

## Description

- -Manage the full employee lifecycle, including recruitment, onboarding, offboarding, and HR documentation in line with Japanese regulations.
- -Coordinate attendance management, payroll administration, and social insurance procedures with internal and external partners.

- -Lead probation reviews, employment contract renewals, and support the annual performance management cycle.
- -Drive employee engagement initiatives such as team building, culture programs, CSR activities, and employer branding.
- -Facilitate internal communication and support talent development and training initiatives.
- -Conduct New Hire Orientation and ensure smooth integration for new employees.
- -Support managers with HR policies, employee relations matters, and practical HR solutions.
- -Handle general administrative tasks and act as a backup for accounting where needed.

#### **Job Offer**

- - A stable, long-established U.S.-headquartered global manufacturer known for advanced engineering and continuous innovation.
- - Room to grow into a more strategic HR role as the Japan business expands and matures.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Claire Bao on +81 3 6627 6074.

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#### **Required Skills**

The successful candidate brings 3-5 years of HR experience in Japan with strong knowledge of labor regulations, social insurance procedures, and end-to-end HR operations. They are a proactive communicator who thrives in a lean, cross-cultural environment and can balance hands-on tasks with supporting employee experience and organizational improvement.

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#### **Company Description**

A U.S.-headquartered global manufacturer with more than 50 years of history.  
Known for advanced engineering in automotive structural components and lightweight technologies.  
Operates across North America, Europe, and Asia, offering a genuinely international work environment.  
Lean local organization in Japan with fast decision-making and high role visibility.  
Frequent collaboration with global teams, providing English exposure and cross-regional interaction.