



HR Generalist ☆世界トップクラスの製品力を持つリーディングカンパニー☆

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Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

非公開

Job ID

1617857

Industry

Machinery

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 9 million yen

Work Hours

09:00 ~ 18:00

Holidays

詳細は求人ご紹介時にご案内いたします。

Refreshed

October 15th, 2026 17:53

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native Level

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2415212】

- Support HR Business Partners with daily HR operations including performance management employee onboarding and offboarding and HR systems administration.
- Serve as a primary point of contact for employees and managers regarding employee relations compensation benefits HR policies and general HR inquiries.
- Coordinate and administer HR programs in accordance with company policies and guidelines.
- Maintain employee records and ensure accurate HR data management and compliance.

- Assist with HR audits reporting and research projects to support HR initiatives.
 - Support training and employee development programs.
 - Identify opportunities to improve standardize and automate HR processes.
 - Promote company values and foster a collaborative One MTS culture across the organization.
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Required Skills

- Bachelor's degree required; HR certification is an advantage.
 - Good command of English preferred.
 - Over 3 5 years of progressive HR experience preferably within a global and matrix organization.
 - Strong ability to prioritize workload manage multiple tasks and deliver accurate results in a timely manner.
 - Adaptable and able to work effectively in a fast paced and changing environment.
 - Excellent interpersonal written and verbal communication skills with the ability to build strong relationships across all levels.
 - Positive proactive and collaborative team player with a continuous improvement mindset.
 - Strong analytical and problem solving skills including the ability to identify issues collect relevant data and implement appropriate solutions.
 - Sound understanding of employment laws regulations and HR best practices.
 - Proficiency in Microsoft Office applications.
 - Ability to work independently under general supervision and contribute to HR projects.
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Company Description

ご紹介時にご案内いたします