

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
November 12th, 2026 22:00

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.

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.

Company Description

ご紹介時にご案内いたします