【外資系再生可能エネルギー】人事ジェネラリスト｜中国語を活かす

世界190か国以上で事業展開する再エネ企業で、人事経験を活かしませんか

Job Information

Recruiter
Morgan McKinley

Job ID
1619161

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Basic Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

世界をリードする再生可能エネルギー企業で、人事・労務の実務経験を活かし、グローバルな環境でキャリアを築けるポジションです。

日本国内の人事オペレーション全般を担当し、給与計算、社会保険、労務管理、評価制度の運用などを推進。海外本社や国内チームと連携しながら、人事業務の効率化と組織の成長を支えていただきます。

日本語と中国語の語学力を活かし、国際的なチームと協働しながら、再生可能エネルギーの普及と持続可能な社会の実現に貢献できる仕事です。

主な職務内容

- **人事オペレーション全般：** 入退社、異動、海外赴任、休暇・退職手続き、従業員対応などを担当する。
- **人事データ・健康管理：** 定期健康診断の管理、人事データの更新、従業員情報の正確性と機密性を維持する。

- **労務・福利厚生管理：** 勤怠・残業管理、社会保険、厚生年金、年末調整、福利厚生関連の実務を担当する。
- **給与計算・委託先管理：** 月次給与計算を支援し、外部委託先との連絡・調整や業務管理を行う。
- **人事評価制度の運用：** 年次評価のスケジュール管理、関係者との調整、進捗確認を行う。
- **人事制度・業務改善：** 人事規程や従業員ハンドブック、業務フローの整備・改善を通じて、業務の標準化と効率化を推進する。
- **法令遵守・リスク管理：** 日本の労働法令、社会保険関連法令、社内規程を遵守し、コンプライアンスリスクの把握・予防に努める。
- **海外本社・国内チームとの連携：** 海外本社の人事部門や国内チームと連携し、従業員や事業部門のニーズに迅速に対応する。

Are you an experienced **HR Business Partner (HRBP)** with expertise in **Japanese labor law, payroll, and HR operations** , and fluency in both Japanese and Mandarin Chinese?

Join a leading **global renewable energy and solar technology company** and play an important role in supporting its expanding business operations in Japan.

As an HRBP, you will manage a broad range of human resources activities, including **employee lifecycle management, payroll administration, labor relations, social insurance, HR compliance, and performance management**.

You will work closely with local business teams and global headquarters to ensure that HR policies, procedures, and employee services are effectively implemented in Japan while remaining compliant with Japanese labor regulations.

This opportunity is ideal for an HR professional who enjoys combining hands-on HR operations with cross-border collaboration and process improvement.

Based in **Tokyo**, you will have the opportunity to contribute to the growth of a global clean energy organization while developing your career in **HR business partnering, labor management, and international HR operations** .

Key Responsibilities

- **Employee Lifecycle Management:** Manage end-to-end HR processes, including onboarding, internal transfers, employee mobility, leave administration, offboarding, employee relations, and associated personnel procedures.
- **HR Administration & Employee Records:** Coordinate mandatory annual employee health examinations, maintain HR databases, and ensure personnel records are accurate, complete, secure, and regularly updated.
- **Payroll & Labor Administration:** Handle daily HR and labor-related activities, including attendance management, overtime tracking, payroll-related administration, social insurance, employee benefits, and welfare pension procedures.
- **Japanese Payroll & Tax Coordination:** Support monthly payroll calculations and year-end tax adjustments (Nenmatsu Chōsei), ensuring accurate processing and timely coordination with external payroll providers.
- **Payroll Vendor Management:** Act as the primary contact for external payroll service providers, managing daily communication, resolving operational issues, and monitoring payroll workflows.
- **Performance Management:** Support the annual performance evaluation cycle, including schedule management, process coordination, stakeholder communication, and follow-up activities.
- **HR Policy Development & Process Improvement:** Assist in implementing, maintaining, and improving HR policies, employee handbooks, and standardized HR procedures to enhance operational efficiency.
- **Japanese Labor Law Compliance:** Ensure HR operations comply with Japanese labor legislation, social insurance requirements, statutory reporting obligations, and internal company policies.
- **HR Risk Management:** Proactively identify compliance risks, resolve HR operational issues, and recommend improvements to strengthen internal controls and HR service quality.
- **Global HR Business Partnering:** Collaborate with headquarters HR teams and local stakeholders in Japan to address employee and business needs and continuously improve regional HR operations.

Required Skills

必須条件経験・資格：

- 日本国内での人事オペレーション、労務管理、人事総務などの実務経験 3〜5年程度
- グローバル企業、多国籍企業など、国際的な組織での勤務経験
- 日本の労働法令、労務関連規制、人事制度に関する知識と実務経験
- 給与計算、社会保険、年金制度、年末調整、福利厚生管理に関する実務経験
- 日本で就労可能な有効な在留資格をお持ちの方

ソフトスキル：

- 正確性と責任感を持ち、コンプライアンスを意識して業務に取り組める方
- 業務上の課題や改善点を自ら発見し、主体的に解決策を提案・実行できる方
- 従業員の個人情報や機密情報を適切に取り扱える、高い倫理観と守秘意識をお持ちの方
- 多文化環境や変化の速い職場でも、柔軟かつ粘り強く対応できる方

語学力：

- **日本語：**ビジネスレベル以上（ネイティブレベル歓迎）
- **中国語（標準中国語・マンダリン）：**ビジネスレベル以上

歓迎条件

- 人事制度の運用・改善や、業務プロセスの標準化・効率化に携わった経験をお持ちの方
- 海外本社や多国籍チームとの協業経験があり、異文化環境での調整・コミュニケーションを得意とする方

採用企業について
世界をリードする再生可能エネルギー・太陽光発電技術企業です。

太陽光発電設備の製造からクリーンエネルギーソリューションまで幅広く展開し、世界190か国以上で大規模発電プロジェクト、商業施設、住宅向けに製品・サービスを提供しています。

グローバルな事業基盤と多様な人材が活躍する組織を強みに、アジア太平洋地域で事業を拡大。国際的なチームと連携しながら、持続可能な社会の実現を目指しています。

この求人がおすすめの理由

- **グローバルな環境で活躍：** 海外本社や世界各国のチームと連携し、国際的な視野を広げられます。
- **日本語・中国語を活かせる：** 語学力を生かして国内外の関係者と協働し、グローバルな人事業務に携われます。
- **人事の専門性とキャリアを強化：** 労務管理、給与計算、人事制度の運用、業務改善など幅広い実務を通じて、人事の専門性とグローバル対応力を高められます。
- **社会的意義のある事業に貢献：** 世界的な太陽光発電・クリーンエネルギー事業を人事の側面から支え、脱炭素社会の実現に貢献できます。

Required Skills and Qualifications **Experience:**

- **3-5 years of hands-on HR experience in Japan** , particularly in HR operations, labor relations, personnel administration, or HR business partnering.
- Professional experience working in a **multinational corporation, foreign-owned company, or international business environment**.
- Strong practical knowledge of **Japanese labor laws, employment regulations, personnel systems, and HR compliance requirements**.
- Hands-on experience managing or supporting **payroll operations, social insurance, welfare pension (Kōsei Nenkin), year-end tax adjustments (Nenmatsu Chōsei), and employee benefits administration**.
- Experience managing employee lifecycle processes, including onboarding, transfers, leave administration, and offboarding.
- Ability to coordinate with external payroll providers and internal stakeholders on HR operational matters.
- Bachelor's degree or equivalent educational qualification.
- **Valid authorization to work in Japan** .

Soft Skills:

- **Excellent attention to detail**, with a strong sense of responsibility and commitment to accuracy in HR administration.
- Strong understanding of confidentiality, professional ethics, and the importance of protecting sensitive employee information.
- Proactive problem-solving skills, with the ability to identify operational inefficiencies and recommend practical improvements.
- Strong communication and stakeholder management abilities when working with employees, management, and international HR teams.
- Ability to manage multiple HR responsibilities, prioritize tasks, and meet statutory and operational deadlines.
- **Adaptability and resilience** in a multicultural, fast-paced, and evolving business environment.
- Collaborative mindset with the confidence to work independently and take ownership of HR processes.
- Strong compliance awareness and commitment to maintaining accurate, consistent HR practices.

Language Requirements:

- **Japanese:** Fluent or Business level - essential for employee relations, labor administration, communication with local stakeholders, and handling Japanese HR documentation.
- **Mandarin Chinese:** Fluent or Business level - required for communication and collaboration with headquarters and cross-border HR teams.
- **English:** Basic level - sufficient for routine communication in an international business environment.

Preferred Skills & Qualifications

- Previous experience as an **HR Business Partner (HRBP), HR Generalist, HR Operations Specialist, or Labor Relations Specialist** in Japan.
- Experience supporting HR operations within the **renewable energy, solar technology, manufacturing, or industrial sectors**.
- Familiarity with HR processes and communication practices in **Japanese-Chinese bilingual business environments**.
- Experience coordinating payroll operations with external vendors or outsourced payroll service providers.
- Knowledge of **Japanese social insurance procedures, statutory HR reporting, labor compliance, and employee benefits administration**.
- Experience supporting annual performance management cycles and employee evaluation processes.
- Involvement in **HR policy implementation, employee handbook updates, HR process standardization, or operational improvement initiatives**.
- Experience collaborating with regional or global headquarters on HR policies, employee matters, and operational reporting.

About the Company
Our client is a **global renewable energy technology company** and a leading provider of **solar photovoltaic (PV) manufacturing and clean energy solutions**.

Operating across more than **190 countries**, the organization supports the global transition toward sustainable energy through solar technologies used in utility-scale energy projects, commercial installations, and residential applications.

With an extensive international presence and a multicultural workforce, the company continues to expand its operations across the Asia-Pacific region.

The organization combines technological innovation with a commitment to **clean energy adoption, renewable power generation, and corporate sustainability**.

Joining this company provides an opportunity to contribute to the development of sustainable energy solutions while supporting the people and HR operations behind its international business growth.

Why You'll Love Working Here

- **Competitive Compensation:** Annual salary of **¥5.5M-¥8M**, offering an opportunity to develop your career in HR business partnering and international HR operations.
- **Global Business Exposure:** Work within an international organization operating in more than 190 countries, collaborating with headquarters and regional HR teams.
- **Japanese & Mandarin Bilingual Environment:** Apply your **Japanese and Mandarin Chinese language skills** in meaningful cross-border HR communication and stakeholder management.
- **Career Development in HR:** Strengthen your expertise in **HRBP, Japanese labor relations, payroll, social insurance, employee lifecycle management, and HR compliance**.
- **Cross-Functional Collaboration:** Partner with local management, employees, external payroll providers, and international HR colleagues on a wide range of HR initiatives.
- **Opportunity to Improve HR Operations:** Contribute to HR process optimization, policy implementation, and operational standardization as the business develops.
- **Dynamic International Environment:** Gain experience supporting a multicultural workforce within a growing global renewable energy organization.
- **Meaningful Industry Impact:** Support a company contributing to the worldwide adoption of **solar power, renewable energy, and sustainable technologies**.

Company Description

Morgan McKinleyは国際的な人材コンサルティング会社として、さまざまな業界・分野をリードする採用企業様と、スペシャリストとしてのスキルを有する人材とを結びつけるお手伝いをしています。1988年の創立以来、Morgan McKinleyの名は、「卓越した質のサービス」「市場知識の豊富さ」「No.1企業であり続けようとする強い意志」、そして何よりも「実績」を体現する会社として知られています。

リクルーティング スペシャリストである弊社コンサルタントまでお気軽にお問い合わせください。